

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 8, 2018

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Tania Bradley, Ron Struble.
Absent: None. Members of the public were also present.

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

Consent Agenda

2.1 Approval of the minutes of the September 24, 2018 City Council meeting

2.2 R-108-2018 Resolution Approving Bills

2.3 R-109-2018 Resolution Amending Salary Resolution

2.4 Review the decision of the Board of Adjustment to approve the request of Regional Medical Center for property located at 709 West Main Street, for a conditional use permit for the purpose of placing a sequencing messaging sign on the property

2.5 Downtown/Commercial Incentive Grant Applications

- Design Assistance Grant in the amount of \$1,250.00 to Gosling & Company PC for the property at 215 North Franklin Street
- Acquisition Assistance Grant in the amount of \$1,275.00 to Gosling & Company PC for the property at 215 North Franklin Street

2.6 Downtown/Commercial Incentive Grant Payment Requests

- Facade Grant in the amount of \$694.48 to Real Deals for the property at 945 East Main Street
- Interior Grant in the amount of \$7,300.80 to Real Deals for the property at 945 East Main Street
- Acquisition Assistance Grant in the amount of \$635.00 to Olive That Deli (170th Street Investments) for the property at 123 East Main Street

2.7 Approve Pay Estimate #3 in the amount of \$239,494.50 to F.L. Krapfl for the Riverfront Phase 1 Project

2.8 Approval of temporary street and alley closing as requested by the Manchester Area Chamber of Commerce for the December 6, 2018 Window Walk & Static Christmas Parade Event

- East Main Street from Tama Street to Franklin Street and South Franklin Street from Main Street to the Marion Street bridge on December 6th, 2018 from 5:00-10:00pm

2.9 Approve payment in the amount of \$6,046.50 to Burrington Group for engineering services related to the 2018 Street Project

2.10 R-110-2018 Resolution Approving Change Order #1 (2018 Street Improvement Project)

2.11 Approve Pay Estimate #4 in the amount of \$122,919.50 to Top Grade Excavating, Inc. for the 2018 Street Improvement Project

2.12 R-114-2018 Resolution for Transfer of Police Dog

2.13 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLEN OCCUPATIONAL HEALTH	AUDIOGRAM	343.00
ALLIANT ENERGY	ELECTRICITY	4,280.79

ANIMAL HEALTH INT'L	GLOVES	27.82
BAUMGARTNER GATE FACTORY	SUPPLIES	147.40
CITY OF MANCHESTER	SPORTS COMPLEX UTILITIES	56.70
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
COGLAN, PATRICK	GARDEN REFUND	15.00
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
COMELEC SERVICES	REPAIR/MAINTENANCE	279.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DJ REPAIR	REPAIR/MAINTENANCE	188.94
DON'S TRUCK SALES	PARTS & SUPPLIES	202.49
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	18,669.29
FAREWAY STORES	SUPPLIES	26.73
FASTENAL COMPANY	PARTS/SUPPLIES	205.51
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARLAND TECHNOLOGY SERVICES	COMPUTER MAINTENANCE	388.08
HEIMS AWARDS	AWARDS/MEDALS	15.00
HITECH COMMUNICATIONS	MAINT/REPAIR	212.50
IA PARK & REC ASSOC	CONSIGNMENT TICKETS	2,300.00
IDNR	WATER USE FEE 2018	134.00
J & R SUPPLY	WTR/SWR SUPPLIES	60.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	340.18
J'S AUTO	VEHICLE REPAIR/MAINT	79.79
K&A FARM EQUIPMENT	PARTS/SUPPLIES	2,617.22
KELLY, JESSICA	MILEAGE REIMB	62.67
KRAMER, MILT L	MILEAGE REIMB	47.96
LARSON, DAVID	GARDEN REFUND	30.00
MANCHESTER ANIMAL MEDICAL	HEARTWORM TEST	25.00
MANCHESTER MOTOR SUPPLY	AUTO PARTS	61.96
MARLA'S SCREEEN PRINTS & MORE	VB SHIRTS	348.30
MID-IOWA SOLID WASTE EQUIPMENT	TELEVISIONING EQUIP	1,601.82
MILLER, SANDRA	GARDEN REFUND	15.00
MONKEYTOWN	SUPPLIES	137.47
NELSON, SUSAN	GARDEN REFUND	15.00
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	1,500.00
ON-SITE INFORMATION DESTR	SHREDDING	90.00
PALAS, ERIC	GARDEN REFUND	15.00
PALMER HARDWARE	PARTS/SUPPLIES	371.44
PASKER, CHARLIE	GARDEN REFUND	45.00
PAYROLL CHECKS	PAYROLL	53,106.99
PETERS & LONGMUIR PLC	LEGAL FEES	1,247.98
POSTMASTER	POSTAGE	546.21
PREMIER PARTS	PARTS/SUPPLIES	4.59
QUIGLEY, LINDA	GARDEN REFUND	30.00
RELIANCE STANDARD LIFE INS	INSURANCE	403.55
SIMON'S LAWN CARE & MAINT	MOWING/TRIMMING	5,315.34
SLEEP INN & SUITES	HOTEL FOR TRAINING	103.77
SMOCK, JEFF	MILEAGE REIMB	167.86
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	200.93
STONE, ROBIN	REIMB SHELTER FEE	20.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	110.00

SUPREME GREEN INC	LAWNCARE MAINTENANCE	40.00
TAUKE, MATT	CONFERENCE REIMB	11.53
TREASURER STATE OF IOWA	STATE TAX	3,515.00
US DEPT OF EDUCATION	GARNISHMENT	225.04
UTILITY DEPOSIT REFUNDS	DEPOSIT REFUNDS (9/28/2018)	366.37
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
VICK, TIMOTHY J	MILEAGE REIMB	34.88
VISION SERVICE PLAN	INSURANCE	586.80
WALMART	SUPPLIES	314.13
WEAVER, DONNA	GARDEN REIMB	15.00
WELLMARK	INSURANCE	26,345.08
WINDSTREAM	PHONE/INTERNET	1,829.07
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	982.35
TOTAL ACCOUNTS PAYABLE		134,869.34
	FUND TOTALS	
	GENERAL	67,278.72
	ROAD USE TAX	17,617.47
	EMPLOYEE BENEFIT	22,098.85
	PARK GIFT & TRUST	2,300.00
	POLICE CANINE	25.00
	WATER	11,543.29
	UTILITY DEPOSIT TRUST	366.37
	SEWER	13,639.64
	TOTAL	134,869.34

Public Hearing on Plans, Specifications, Form of Contract, and Estimate of Cost for the Highway 13 Water Main Project

Mayor Kramer opened the Public Hearing at 5:06pm.

City Manager Vick reviewed the project with the Council, noting it will help with water flows and keep water pressure consistent in the area.

John Houlihan, 2191 Highway 13, addressed the Council expressing concern about the proximity of the project to his property. Mr. Houlihan noted that it is solid rock in some areas, and one of his concerns is that the bank may give way. Ryan Wicks, Fehr Graham, responded that there is the potential for that to happen because of the rock in that area, but that the City would restore the bank if that did happen as part of the project.

Mr. Houlihan also asked about driveway access to his property and the culvert that is on his property. Mr. Wicks responded that the driveway should be completed in one day so access should not be an issue, and that it was in the project plans to replace the culvert.

Mr. Houlihan further asked what assurances there were that the contractor will stay off his property as he does not want them trespassing. Mr. Wicks responded that he will make sure the contractor is aware that they need to stay off the property.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:15pm.

Motion by Poynor, seconded by Struble to adopt R-111-2018 Resolution Finally Approving and Confirming Plans, Specifications, Form of Contract, and Estimate of Cost for the Highway 13 Water Main Project. Motion carried, all ayes.

The Council reviewed the bids received for the Highway 13 Water Main Project. Mayor Kramer noted that seven bids were received for the project, with the lowest bid of \$623,326.00 received from Top Grade Excavating.

Following discussion, motion by Stelken, seconded by Bradley to adopt R-112-2018 Resolution Awarding Contract for the Highway 13 Water Main Project to Top Grade Excavating. Motion carried, all ayes.

West Delaware DelCo BEST Proposed Project - Maddy Gray, Lauren Ryan, Paighton Lindauer

Lauren Ryan, West Delaware DelCo BEST Student, addressed the Council regarding parking around the high school and referred the Council to the letter and map they sent. Ms. Ryan noted that parking is limited in the area and that it isn't being utilized to its full potential. They would like to work with the City to have lines painted on the angle parking at the south end of the school and on the angled parking on Sherman Avenue. Ms. Ryan also asked if the City would be willing to paint individual parking marks on the even side parking on New Street and both sides of Liberty Street.

Madeline Gray, West Delaware DelCo BEST Student, stated that they would like to eventually have assigned parking for all students and staff. Ms. Gray also asked if the City would be willing to install signage that said "School Parking Only 7:30am-3:30pm" in the area around the school.

The Council discussed with the students their proposal, why it is needed, short term parking spots and parking issues in other parts of the City.

Council Member Poynor expressed concern about the proposed signage limiting it to school parking only in the residential areas around the school.

Wes Schulte asked about utilizing the old bus barn area for additional parking. Lauren Ryan responded that they have asked the school about that but the area is still being used for storage.

Following discussion, the Council agreed that painting lines on the angle parking south of the school and on Sherman Avenue was a good idea and asked City Staff to work with the school to complete this.

Council Member Sherman thanked the students for their time and research, noting that the Council wants to work with school in addressing the parking issue.

South End Trail Concept - Good to Great Trails Committee

Wes Schulte, Good to Great Trails Committee, updated the Council on the Committee's activity. They are proposing a limestone nature trail be developed within the former compost area and tied into the trail along South Brewer Street.

The Council discussed the proposed trail, limestone vs. asphalt, flooding in the area, alternatives for a trail location in that area, upkeep, and trail usage.

Mr. Schulte commented that the Committee has done a lot of research on trails, noting they are a huge asset to communities. The Committee is trying to find little pockets where they can add to the City's existing system, noting the cost for this extension would be minimal.

The Council expressed their support of the proposed limestone trail, and asked City Manager Vick and Street Superintendent Jason Haight to work with Wes Schulte on the installation of the trail.

Ordinance 012-2018 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa
Motion by Sherman, seconded by Struble to approve the second consideration and adoption of Ordinance 012-2018 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

R-113-2018 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the Riverfront Park Project

Mayor Kramer informed the Council that Fehr Graham has submitted a change of scope authorization form for the Riverfront Park Project. Part of the change of scope was due to the coordination of efforts with Impact 7G and the testing/monitoring wells that were put in place as a result of the removal of the underground storage tanks. Delays in responses from regulatory officials and engineering staff, resulted in additional coordination between the contractor, Impact 7G, and the City. The remainder of the cost in the change of scope is related to the coordination and modifications to the paving plans to accommodate the adjoining property owner and their paving plans. The proposed change in scope increases the estimated fee for Construction Observation & Survey work by \$6,000 to \$20,000.

Ryan Wicks, Fehr Graham, explained the change of scope request, noting that many times they try to absorb these costs as the project goes along. However, the time required for these items have exceeded what can be absorbed.

The Council discussed the additional work, changes in paving elevations as a result of the adjoining property owner's change, having the engineer provide an itemized listing that shows the increase in cost in more detail, and the timeframe for the request.

Motion by Stelken, seconded by Bradley to table R-113-2018 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the Riverfront Park Project until the engineer can provide additional information. 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.

Public Comments

Cale Enabnit, 700 East Howard Street, asked if the City was looking into the issue of flooding with the dry run. The Council discussed the flooding event with Mr. Enabnit and others present. City Manager Vick noted that the state had issued a state disaster proclamation and impacted property owners should contact Operation New View for additional information and to see if they qualify for assistance.

Marty Westhoff, son of Janet Westhoff at 615 East Union Street, addressed the Council regarding the retaining wall along the dry run along the east side of his mother's house, noting that the wall had collapsed in the recent flood event and is compromising his mother's house. Mr. Westhoff commented

that he had spoken with City Staff and was told that the wall was part of his mother's property and they were responsible for repair. Mr. Westhoff asked what they should do to repair the damage. The Council discussed the retaining wall with Mr. Westhoff, and advised him to contact an engineer to determine the best way to proceed with the repair.

Reports

City Attorney Jim Peters updated the Council on 500 North Franklin Street and two other abandoned properties in the City.

City Manager Vick updated the Council on the recent flood, and thanked the public works, police, and fire departments, as well as the other volunteers, for all their work.

Council Member Bradley commented that she had received positive feedback from several citizens on how quickly the police, fire and public works employees responded during the flooding.

Mayor Kramer informed the Council that Chamber will be hosting the Elected Officials Luncheon in November.

Motion by Poynor, seconded by Sherman that the meeting adjourn at 6:35pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk