

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, November 26, 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.

City Manager Vick asked that Consent Agenda Item 2.11 "R-132-2018 Resolution Adjusting Holiday Pay for Part-Time Dispatchers" be removed from the Consent Agenda and be considered separately. Motion by Sherman, seconded by Struble to approve the agenda as amended, moving 2.11 to be considered as a separate agenda item. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the November 13, 2018 City Council meeting

2.2 R-127-2018 Resolution Approving Bills

2.3 Liquor License Applications

- Renewal Application for On Premise Class B Beer Permit with Living Quarters for Onie's Wooden Nickel at 312 South 1st Street

2.4 R-128-2018 Resolution Amending Salary Resolution

2.5 Downtown/Commercial Incentive Grant Applications

- Interior Grant in the amount of \$2,095.50 to Darcy Schiess for the property at 210 South Franklin Street
- Facade Grant in the amount of \$379.50 to Darcy Schiess for the property at 210 South Franklin Street

2.6 Downtown/Commercial Incentive Grant Payment Requests

- Facade Grant in the amount of \$188.78 to American Legion Post 45 for the property at 204 North Franklin Street
- Facade Grant in the amount of \$106.01 to American Legion Post 45 for the property at 206 North Franklin Street
- Interior Grant in the amount of \$1,233.31 to American Legion Post 45 for the property at 206 North Franklin Street

2.7 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club

2.8 R-129-2018 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2017/18

2.9 R-130-2018 Resolution Obligating Funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment financed obligations which shall come due in the next succeeding Fiscal Year

2.10 Acknowledge Receipt of the Audit Report for Fiscal Year ending June 30, 2018

2.12 R-133-2018 Resolution Providing for Prepayment of the City's General Obligation Water Improvement Bonds, Series 2010B and General Obligation Corporate Purpose Bonds, Series 2012

2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Stelken, seconded by Bradley 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 WITHHOLDNGS	584.56
ALLIANT ENERGY	ELECTRICITY	140.88
AMAZON CAPITAL SERVICES	SUPPLIES	281.37
BLACK HILLS ENERGY	HEATING FUEL	1,146.34
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDNGS	1,377.19
COLLECTION SERV CENTER	PAYROLL WITHHOLDNGS	570.37
DATA TECHNOLOGIES	SOFTWARE PROGRAM	7,044.16
DEL CO SOLID WASTE COMMISSION	LANDFILL	952.60
DELAWARE INVESTMENTS	PAYROLL WITHHOLDNGS	375.00
DEPOSIT REFUNDS ON 11/20/2018	DEPOSIT REFUNDS	88.08
DOLAN INS AGENCY	INSURANCE	100.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,343.04
F.L. KRAPFL	PAY #4: RIVERFRONT PARK	74,434.67
FAREWAY STORES	SUPPLIES	100.27
FEHR GRAHAM	ENGINEERING SERVICES	36,635.37
GOSLING & COMPANY	ACQUISITION: 215 N FRANKLIN	2,209.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDNGS	485.00
HENDERSON PRODUCTS	NEW TRUCK	31,267.00
IA SECRETARY OF STATE	NOTARY RENEWAL	60.00
IMWCA	WORK COMP AUDIT	1,931.00
IPERS	IPERS	24,550.18
KLUESNER CONSTRUCTION	STREET MAINTENANCE	8,442.00
KLUESNER SANITATION	GARBAGE/RECYCLING	21,124.16
KRAMER, MILT L	MILEAGE REIMB	47.96
PAYROLL CHECKS	PAYROLL	59,294.44
PITNEY BOWES	POSTAGE	1,008.50
PMMIC INSURANCE	ANNUAL INSURANCE PREMIUM	1,378.00
POSTMASTER	POSTAGE	548.32
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	12,621.26
TEAMSTERS LOCAL 238	UNION DUES	421.00
THE GATHERING PLACE	RENTAL	325.00
TREASURER STATE OF IOWA	STATE TAX	4,002.00
TRUE TIME RACING SERVICES	HERO HUSTLE TIMING	1,209.23
TRUMBLEE, DAVID	REIMBURSEMENT	40.00
US DEPT OF EDUCATION	GARNISHMENT	227.22
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDNGS	819.69
WELLMARK	HEALTH INS	2,402.07
WINDSTREAM	PHONE/INTERNET	159.41
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	776.02
TOTAL ACCOUNTS PAYABLE		320,883.41
	FUND TOTALS	
	GENERAL	121,132.36
	STREET EQUIPMENT RESERVE	31,267.00
	ROAD USE TAX	15,430.71
	EMPLOYEE BENEFIT	1,931.00
	PARK GIFT & TRUST	1,209.23
	POLICE CANINE	40.00
	CAPITAL PROJECTS	8,442.00
	DOWNTOWN INCENTIVE	2,209.00
	WHITEWATER PARK PROJECT	76,520.04

	STREET PROJECTS	23,400.00
	WATER	15,668.00
	WATER CAPITAL PROJECTS	11,150.00
	SEWER	12,484.07
	TOTAL	320,883.41

Items Removed from the Consent Agenda

2.11 R-132-2018 Resolution Adjusting Holiday Pay for Part-Time Dispatchers

City Manager Vick asked the resolution be approved retroactively to November 21, 2018 per the request of the Police Chief Jim Hauschild.

Motion by Poynor, seconded by Sherman to approve R-132-2018 Resolution Adjusting Holiday Pay for Part-Time Dispatchers, as amended to be retroactive to November 21, 2018. Motion carried, all ayes.

Delaware County Tourism Update - Caryssa O'Connell, Tourism Director

Caryssa O'Connell, Delaware County Tourism Director reviewed with the Council the 2018 year-end report which detailed tourism activities over the past year. O'Connell thanked the Council for their continued support of tourism.

Good to Great Trails Committee Update

Wes Schulte, Good to Great Trails Committee, updated the Council on the Committee's progress to date on the nature trail around the City's former compost site. Schulte provided the Council with a map of the trail their proposing, noting it will be approximately 1/3 mile and that the cost will be minimal to establish.

The Council discussed with Schulte the location, future trail development, timeframe for the project, signage, and potential mountain bike trails in the area. The Council agreed additional information was needed on the proposed mountain bike trails. Schulte will work with the Committee to develop maps.

Motion by Stelken, seconded by Sherman to approve proceeding with the nature trail at the former compost site location. Motion carried, all ayes.

City Sidewalk & Nuisance Snow Removal

Mayor Kramer referred the Council to the bids received for snow removal on City sidewalks and for snow removal at nuisance properties. Mark Fink submitted the lowest quote of \$475 per time for City sidewalk snow removal and the lowest quote of \$60 per sidewalk for nuisance snow removal.

Following discussion, motion by Poynor, seconded by Bradley to accept quotes of Mark Fink for City sidewalk snow removal at a cost of \$475 per time and nuisance snow removal at a cost of \$60 per sidewalk. Motion carried, all ayes.

TIF Report Presentation - Maggie Burger, Speer Financial

Maggie Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) District Report with the Council.

Motion by Sherman, seconded by Poynor to acknowledge receipt of the TIF Report. Motion carried, all ayes.

City Shop: Design, Financing

Mayor Kramer informed the Council that City Staff had contacted Josh Demmer, Demmer Architecture, to develop a proposal for the development of a new public works facility which would be modeled after the West Burlington Public Works Facility. In the last 2 years, members of the City Council and City Staff have toured the West Burlington facility and determined, with a few minor tweaks, their floor plan would work well here. Mr. Demmer has provided the City with an Architectural Services proposal with options for either a pre-engineered metal building (\$76,500) or a precast concrete building (\$81,000).

City Manager Vick reviewed with the Council the proposed location and layout for the City Shop.

Josh Demmer addressed the Council regarding his Architectural Services proposal and discussed the alternatives of a pre-engineered metal building or a precast concrete building.

The Council discussed the following items with those present: site development, lifespan for metal versus pre-cast, current shop location, new construction versus renovation, design costs, timing of the proposed project, debt issuance and interest rates, options for financing, safety concerns with the existing shop, and green options (solar, geo-thermal, recycled plastic) for the proposed shop.

Jeff Ogden, 1332 North Franklin Street, addressed the Council with questions on the proposed City Shop and concerns he has regarding the City's debt. The Council discussed the proposed project and the City's debt with Mr. Ogden.

The Council agreed that discussion on the project should continue at a Committee of the Whole meeting.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that he is working with Alliant Energy to repair a light pole on the West Main Street Bridge. Vick also noted that the annual Goal setting session will be December 5<sup>th</sup> at 4:30pm.

Motion by Bradley, seconded by Stelken that the meeting adjourn at 7:23pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk