

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, December 10, 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 Tim Vick informed the Council that Jeff Ogden will not be able to make the meeting tonight and has asked to be on the next agenda. Motion by Sherman, seconded by Struble to approve the agenda as amended. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the November 26, 2018 City Council meeting

2.2 R-134-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

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

2.4 Liquor License Applications

- Renewal Application for Off Premise Class B Native Wine Permit for Widner Drug and Gift at 111 South Franklin Street
- Renewal Application for On Premise Class C Liquor License with Outdoor Service, Sunday Sales and Catering Privilege for Rio Blanco Mexican Restaurant at 110 West Main Street
- New Application for Off Premise Class C Native Wine Permit for MiaJo Boutique at 210 South Franklin Street

2.5 R-135-2018 Resolution Amending Salary Resolution

2.6 R-136-2018 Resolution Approving Ingress/Egress Easement (Meisgeier)

2.7 Downtown/Commercial Incentive Grant Applications

- Commercial Interior Grant in the amount of \$3,833.65 to Jason Nolz/Manchester Chiropractic for the building at 953 East Main Street

2.8 Downtown/Commercial Incentive Grant Payment Requests

- Facade Grant in the amount of \$654.49 to Real Deals for the property at 945 East Main Street;
- Interior Grant in the amount of \$1,590.14 to Lifetime Chiropractic for the property at 105 East Butler Street

2.9 Approve payment in the amount of \$7,395.50 to Burrington Group for engineering services related to the 2018 Street Improvement Project

2.10 Approve Pay Estimate #1 in the amount of \$586,752.59 to Top Grade Excavating, Inc. for the Iowa 13 Water Main Loop Project

2.11 Approve Pay Estimate #5 in the amount of \$17,986.41 to F.L. Krapfl, Inc. for the Riverfront Phase 1 Park Project

2.12 Approve payment of claims totaling \$19,867.50 to Fehr Graham for engineering services

2.13 Approve Pay Estimate #4 in the amount of \$24,413.07 to Kirkham Michael for the Airport Environmental Assessment Project

2.14 Approval of the Consent Agenda

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

**Bills approved for payment**

VENDOR	DESCRIPTION	AMOUNT
ACE BODY SHOP	VEHICLE REPAIR/MAINT	4,398.43
ACE ELECTRIC	GENERATOR REPAIR	245.84
ADVANTAGE ARCHIVES	LIBRARY SCANNING	18,105.00
AFLAC	PAYROLL WITHHOLDING	584.56
ALL INCLUSIVE REC	PARK/PLAYGROUND PRODUCTS	596.70
ALLIANT ENERGY	ELECTRICITY	18,737.17
AMAZON	LIBRARY SUPPLIES	387.75
AMAZON CAPITAL SERVICES	CITY SUPPLIES	175.99
AMERICAN LEGION POST 45	DOWNTOWN INCENTIVE	1,528.10
ANDERSON WELDING	REPAIR/MAINTENANCE	37.20
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,685.60
BARD MATERIALS	STREET MATERIALS	115.75
BARRON MOTOR	PARTS/SUPPLIES	347.67
BDH, LLC	TIF DEVELOPMENT AGREEMENT	5,709.52
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	413.48
BROWN SUPPLY CO	MAINTENANCE/SAFETY SUPPLIES	40,740.00
BUNTING, CLIFFORD D	MILEAGE REIMB	45.78
CENGAGE LEARNING	LIBRARY MATERIALS	153.55
CENTER POINT	LIBRARY MATERIALS	131.22
CHICAGO TRIBUNE	SUBSCRIPTION	210.60
CITY LAUNDERING	MAINTENANCE/SUPPLIES	119.90
CITY OF MANCHESTER	SPORTS COMPLEX UTILITIES	166.95
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDING	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
DEL CO AUDITOR	GIS CONTRACT	3,000.00
DEMCO	LIBRARY MATERIALS	107.80
DEPOSIT REFUNDS ON 11/29/2018	UTILITY DEPOSIT REFUNDS	321.70
DON & WALT LLC	REPAIR/MAINTENANCE	572.47
DORSEY & WHITNEY LLP	LEGAL FEES	3,500.00
DUBUQUE FIRE EQUIPMENT	EXTINGUISHER MAINT	1,352.64
DYERSVILLE READY MIX	TIF DEVELOPMENT AGREEMENT	17,859.44
EASTERN IA PUMPING	SLUDGE HAULING	28,000.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	23,622.87
ELECTRICAL ENGINEERING	BLOCK HEATER	126.22
ELM USA INC	LIBRARY MATERIALS	25.00
ENGINEERED EQUIPMENT	MAINTENANCE SUPPLIES	2,405.94
F.L. KRAPFL	RR SIGN MAINTENANCE	371.25
FAREWAY STORES	SUPPLIES	82.69
FASTENAL COMPANY	PARTS/SUPPLIES	31.53
FOLEY, DOUG	REIMBURSEMENT	139.52
FOX APPARATUS REPAIR & MAINT	FD SUPPLIES/MAINTENANCE	283.50
GEORGEN AUTO	VEHICLE MAINT/REPAIR	2,027.31
GIENAPP CONSTRUCTION	DOOR REPAIR	86.00
GIS WORKSHOP	GIS SUPPORT & MAINTENANCE	300.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDING	425.00
HAUSCHILD, JAMES R	REIMB MEAL/CONFERENCE	36.32
HAWKINS INC	CHEMICALS	386.45
HENDERSON PRODUCTS	VEHICLE SUPPLIES	69.00
HITECH COMMUNICATIONS	MAINT/REPAIR	106.25
IA DEPT OF TRANSPORTATION	SIGN TUBING/ANCHOR	1,020.50
INT'L ASSOC OF CHIEFS OF POLICE	IACP NET SERVICE ACCESS	275.00
IOWA ONE CALL	LOCATES	82.90

IPERS	IPERS	14,237.91
J & R SUPPLY	WTR/SWR SUPPLIES	56.80
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	184.58
KMCH	RADIO ANNOUNCEMENTS	410.00
LAHR REPAIR	HEAVY EQUIP MAINT/REPAIR	2,196.03
LANDSCAPES BY CHILDSPLAY	LANDSCAPING MATERIALS	50.00
LEARN, ERIN	MILEAGE: BUDGET TRAINING	80.66
LUCAS HOLDINGS	TIF DEVELOPMENT AGREEMENT	12,607.55
LYNCH DALLAS PC	LEGAL FEES	87.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	2,588.09
MANCHESTER MOTOR SUPPLY	AUTO PARTS	27.70
MANCHESTER SIGNS	SIGNS	207.00
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	280.00
MEARDON, SUEPPEL, DOWNER	LABOR RELATIONS	150.00
MEDIACOM	PHONE/INTERNET	398.93
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	240.76
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION/CERTIFICATION	240.00
MIDWEST TAPE	LIBRARY MATERIALS	732.60
NOAH RIEMER PRODUCTIONS	LIBRARY PROGRAM	390.00
NORBY DEVELOPMENT	TIF DEVELOPMENT AGREEMENT	20,337.42
ON-SITE INFORMATION DESTR	SHREDDING	45.00
PALMER HARDWARE	PARTS/SUPPLIES	2,541.95
PAYROLL CHECKS	PAYROLL	64,535.61
PETERS & LONGMUIR PLC	LEGAL FEES	1,393.35
PIERSCH, JONATHON	REIMBURSEMENT	14.28
PITNEY BOWES	LEASE PAYMENT	152.34
PREMIER PARTS	PARTS/SUPPLIES	156.76
PRONTO MART	FIRE SUPPLIES	13.84
QUILL CORPORATION	PD OFFICE SUPPLIES	97.81
RADIO COMMUNICATIONS	REPAIR/MAINT	444.55
REGIONAL MEDICAL CENTER	LAB TESTS	85.00
RELIANCE STANDARD LIFE INS	INSURANCE	425.55
ROYAL OAKS DEVELOPMENT CORP	TIF DEVELOPMENT AGREEMENT	12,500.05
SMOCK, JEFF	MILEAGE REIMB	335.72
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	200.93
STOREY KENWORTHY	OFFICE SUPPLIES	551.94
SUPREME GREEN	LAWNCARE MAINTENANCE	140.00
SWANK MOTION PICTURES	SITE LICENSE	385.00
THE NORTHWAY CORPORATION	PUMP REPLACEMENT @ SEWER PLANT	10,109.40
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	1,978.12
TREASURER STATE OF IOWA	STATE TAX	4,401.00
TRIPLE E TECHNOLOGIES	AIRPORT MAINT	126.22
UPCYCLE DUBUQUE	LIBRARY PROGRAM	100.00
US DEPT OF EDUCATION	PAYROLL WITHHOLDING	307.69
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDING	819.69
VISION SERVICE PLAN	INSURANCE	660.80
WALMART	SUPPLIES	383.54
WELLMARK	INSURANCE	24,108.04
WESSELS, JAMES L	REIMBURSEMENT	14.42
WINDSTREAM	PHONE/INTERNET	1,498.78
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	481.56
TOTAL ACCOUNTS PAYABLE		366,515.40
	FUND TOTALS	

	GENERAL	111,387.19
	HOLIDAY DECORATIONS	121.52
	ROAD USE TAX	20,052.07
	EMPLOYEE BENEFIT	22,196.86
	TAX INCREMENT FINANCING	69,013.98
	LIBRARY GIFT & TRUST	18,536.58
	DOWNTOWN INCENTIVE	1,528.10
	WHITEWATER PARK PROJECT	22.78
	STREET PROJECTS	3,000.00
	WATER	17,527.26
	UTILITY DEPOSIT TRUST	321.70
	WATER CAPITAL PROJECT	39,300.00
	WATER DEBT SERVICE	3,500.00
	SEWER	60,007.36
	TOTAL	366,515.40

Creative Placemaking Proposal - McClure Placemaking

Mayor Kramer informed the Council that members of the Manchester Good to Great Committee, Manchester Area Chamber of Commerce, Delaware County Economic Development, Manchester Enterprises, and the City of Manchester have been working with McClure Engineering to develop a plan to attract and retain new residents, create new job opportunities, and develop a sense of place within the Manchester Community. McClure Engineering has developed a Creative Placemaking Proposal for this group. City Staff would like to review the proposal with the City Council and determine the level of interest in moving the proposal forward.

City Manager Vick reviewed the proposal with the Council, noting that the housing study, in particular, would be of benefit to the City. Vick also commented that before moving forward, he would like to see the other parties involved help with a share of the cost.

The Council discussed the proposal, the items included, cost sharing the expense, a joint meeting with all the parties involved, and gathering feedback from other communities who've had the study completed.

Drainage Assistance

Mayor Kramer informed the Council that, on August 4, 2003, the Manchester City Council adopted Resolution 66-2003 which provided conditions in which the City would provide financial assistance for the improvement/maintenance of drainage ways on privately owned property. If the property owner met the conditions spelled out in the Resolution, the City would provide a cost share of 25%, up to \$1,000.

City Manager Vick discussed the resolution with the Council, and asked if the Council would like to reaffirm, update or cancel the current policy.

The Council reviewed the resolution and agreed that the amount should be increased because improvements would impact more than just the adjacent property owner. The Council requested additional information on how many properties are adjacent to drainage ways, and a copy of the current flood plain regulations.

R-137-2018 Resolution Approving Change Order #2 (2018 Street Improvement Project)

Motion by Stelken, seconded by Struble to adopt R-137-2018 Resolution Approving Change Order #2 (2018 Street Improvement Project). Motion carried, all ayes.

Approve Pay Estimate #5 in the amount of \$101,258.49 to Top Grade Excavating, Inc. for the 2018 Street Improvement Project

Motion by Poynor, seconded by Bradley to approve Pay Estimate #5 in the amount of \$101,258.49. Motion carried, all ayes.

R-138-2018 Resolution Accepting Work Covering the City's 2018 Street Improvement Project

Motion by Sherman, seconded by Stelken to adopt R-138-2018 Resolution Accepting Work Covering the City's 2018 Street Improvement Project. Motion carried, all ayes.

R-139-2018 Resolution Adopting Final Assessment Schedule for the City's 2018 Street Improvement Project and Amending, Confirming and Levying the Assessments

Motion by Struble, seconded by Poynor to adopt R-139-2018 Resolution Adopting Final Assessment Schedule for the City's 2018 Street Improvement Project and Amending, Confirming and Levying the Assessments. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that there would be a special meeting on Monday, December 17 at 5:00pm at the request of Manchester Enterprises to review a subdivision plat.

Jeff Ogden - City Shop Project

Jeff Ogden arrived at 5:40pm.

Jeff Ogden, 1332 North Franklin Street, addressed the Council with concerns on the City's debt and City spending, as well as with questions on the proposed City Shop. The Council discussed the proposed project with Mr. Ogden and thanked him for his time.

Closed Session

Motion by Stelken, seconded by Struble to enter into closed session at 5:53pm pursuant to Iowa Code Section 20.17(3) to discuss union negotiations. Motion carried, all ayes.

The Council returned to open session at 6:30pm.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 6:30pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk