

**Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, January 14, 2019**

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

Roll call of members present: Mary Ann Poynor, Dan Stelken, Tania Bradley, Ron Struble (arrived at 5:57pm). Absent: Dean Sherman.

Mayor Kramer presented a Service Award to Rick Carnicle for 30 years of service to the Manchester Police Department and the City of Manchester.

Motion by Stelken, seconded by Bradley to approve the agenda as presented. On call of roll: Ayes: Stelken, Bradley, Poynor. Nays: None. Motion carried.

Consent Agenda

2.1 Approval of the minutes of the December 10, 2018 City Council meeting; the December 17, 2018 Special City Council meeting; and the January 9, 2019 Committee of the Whole meeting

2.2 R-001-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the December 10, 2018 Parks & Recreation Commission meeting
- the minutes of the December 13, 2018 Library Board meeting
- the December 2018 Statistical Report for the Library
- the December 2018 Wastewater IDNR Reports
- the minutes of the January 10, 2019 Library Board meeting
- the minutes of the January 7, 2019 Parks & Recreation Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Dollar General Store #4812 at 203 South 9th Street
- Renewal Application for On Premise Class B Beer Permit with Sunday Sales for Chuong Garden Restaurant at 118 East Main Street

2.5 R-002-2019 Resolution Amending Salary Resolution

2.6 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2019

2.7 Approval of City Appointments for 2019

2.8 R-003-2019 Resolution to fix a date for a Public Hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$797,000

2.9 Approve Revised Pay Estimate #1 in the amount of \$522,234.29 to Top Grade Excavating, Inc. for the Iowa 13 Water Main Loop Project

2.10 Approve Pay Estimate #5 in the amount of \$9,765.23 to Kirkham Michael for the Airport Environmental Assessment Project

2.11 R-004-2019 Resolution Approving Contract with T & W Grinding and Compost Services, LLC

2.12 Approve payment of claims totaling \$18,100.00 to Fehr Graham for engineering services

2.13 R-005-2019 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

2.14 R-006-2019 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Community Savings Bank, including Annual Appropriation Tax Increment Payments

2.15 R-007-2019 Resolution Approving General Engineering Services Agreement with Fehr Graham

2.16 Motion to approve the purchase of PVC pool grates from Fischer Brothers in the amount of \$21,779.46

2.17 Acknowledge receipt of the 2018 Goal Setting Report

2.18 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Poynor, seconded by Stelken to approve the Consent Agenda. On call of roll: Ayes: Poynor, Stelken, Bradley. Nays: None. Motion carried.

Bills approved for payment

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	177.85
ACCESS SYSTEMS LEASING	COPIER MAINT	361.05
AFLAC	PAYROLL WITHHOLDINGS	1,753.68
ALCOPRO DRUG & ALCOHOL	ALCO SENSOR FST	576.00
ALLIANT ENERGY	ELECTRICITY	2,906.66
AMAZON	LIB SUPPLIES	369.24
AMAZON CAPITAL SERVICES	SUPPLIES	746.94
ANDERSON WELDING	REPAIR/MAINTENANCE	428.16
AXON ENTERPRISE	TASER EQUIPMENT	6,188.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	856.59
BARD MATERIALS	STREET MATERIALS	1,987.48
BARRON MOTOR	PARTS/SUPPLIES	377.49
BLACK HILLS ENERGY	HEATING FUEL	2,649.83
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	275.45
BROWN SUPPLY CO	MAINTENANCE/SAFETY SUPPLIES	1,430.00
BURRINGTON GROUP	ENGINEERING SERVICES	7,395.50
CENGAGE LEARNING	LIBRARY MATERIALS	122.36
CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER	PAYROLL WITHHOLDINGS	4,131.57
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	1,711.11
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
COMPASS MINERALS	STREET SALT	12,164.10
CREATIVE PRODUCT SOURCE	FIRE SUPPLIES	287.08
CRESCENT ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	234.74
DEL CO ECONOMIC DEVELOPMENT	DUES	15,000.00
DEL CO PLUMBING	MAINTENANCE/REPAIR	171.94
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,895.30
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DELHI LUMBER	BUILDING SUPPLIES	461.90
DEMCO	LIBRARY MATERIALS	317.39
DEPOSIT REFUNDS ON 12/31/2018	DEPOSIT REFUNDS	313.61
DON & WALT	REPAIR/MAINTENANCE	1,159.17
DORSEY & WHITNEY	LEGAL SERVICES	647.50
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	885.60
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	62,624.68
ELEC ENGINEERING & EQUIP	BLOCK HEATER	126.22
ELM USA	LIBRARY MATERIALS	28.00
ERIN LEARN PETTY CASH	REIMBURSE PETTY CASH	99.31
F.L. KRAPFL	PAY #5: RIVERFRONT PHASE 1	17,986.41
FASTENAL COMPANY	PARTS/SUPPLIES	145.66
FEHR GRAHAM	ENGINEERING SERVICES	19,867.50
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	162.50
GEORGEN AUTO	VEHICLE MAINT/REPAIR	700.43
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	1,275.00
HALI-BRITE	LIGHTBULBS	234.80
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	4,345.00
HAWKINS	CHEMICALS	429.64
HERITAGE PRINTING	OFFICE SUPPLIES	1,393.49
HITECH COMMUNICATIONS	MAINT/REPAIR	1,572.50
HOLDEN, SAM & JANET	REFUND OVERPAYMENT: 18 STREET	1,231.23
HUGHEY & PHILLIPS	AIRPORT SUPPLIES	253.67
IA ARBORIST ASSOCIATION	PLANTING WORKSHOP: DETRICH	15.00

IA DARE ASSOCIATION	MEMBERSHIP DUES	100.00
IA LAW ENFORCEMENT ACADEMY	INSTRUCTOR RECERTIFICATION	175.00
IA LIBRARY ASSOC	MEMBERSHIP	120.00
IA NARCOTIC OFFICERS ASSOC	MEMBERSHIP	25.00
IA PARK & REC ASSOC	AQUATIC TRAINING	270.00
IA SECRETARY OF STATE	NOTARY RENEWAL	60.00
IA WORKFORCE DEVELOPMENT	ELEVATOR INSPECTION	175.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	101.08
IOWA ONE CALL	LOCATES	62.20
IPERS	IPERS	24,482.06
ISAACS, DALTON	COMPLIANCE CHECKS	165.00
ISU	CONTINUING EDUCATION	291.00
J & R SUPPLY	WTR/SWR SUPPLIES	3,818.50
JAM SYSTEMS & MIDLAND	MAINTENANCE/REPAIR	2,479.79
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	543.10
KBI WAREHOUSE & DISTR	BUCKET RENTAL	150.00
KIRKHAM MICHAEL	PAY #4: ENV ASSESSMENT	24,413.07
KLUESNER SANITATION	GARBAGE/RECYCLING	42,006.36
KMCH	RADIO ANNOUNCEMENTS	260.00
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	111.89
KRAMER, MILT L	MILEAGE REIMB	47.96
LAHR REPAIR	HEAVY EQUIP MAINT/REPAIR	153.32
LEARN, ERIN	MILEAGE REIMB	189.08
LIBRARY IDEAS	LIB MATERIALS	414.45
LIFETIME CHIROPRACTIC	DOWNTOWN INCENTIVE GRANT	1,590.14
MACKIN EDUCATIONAL RESOURCES	LIBRARY MATERIALS	249.58
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MANCHESTER AREA CHAMBER	MEMBERSHIP	625.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	290.00
MEARDON, SUEPPEL, DOWNER	LEGAL FEES	400.00
MEDIACOM	PHONE/INTERNET	396.93
MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDWEST PATCH	STREET MAINT MATERIALS	1,545.60
MIDWEST TAPE	LIBRARY MATERIALS	624.04
MOTION PICTURE LICENSING CORP	LICENSING	138.78
MPH INDUSTRIES	LASER/RADAR TECHNOLOGY	210.13
NEC FINANCIAL SERVICES	PHONE SYSTEM SERVICES	1,080.03
OFFICE EXPRESS	OFFICE SUPPLIES	99.62
PALMER HARDWARE	PARTS/SUPPLIES	286.82
PAYROLL CHECKS	PAYROLL	185,200.11
PERSONNEL CONCEPTS	PERSONNEL POSTERS	370.92
PETERS & LONGMUIR	LEGAL FEES	1,072.47
POMP'S TIRE SERVICE	TIRES #16	452.50
POSTMASTER	POSTAGE	1,092.89
PREMIER PARTS	PARTS/SUPPLIES	146.33
PRONTO MART	FUEL	7.27
QUILL CORPORATION	PD OFFICE SUPPLIES	97.81
RADIO COMMUNICATIONS	REPAIR/MAINT	5,404.96
REAL DEALS ON HOME DECOR & RD	COMMERCIAL INCENTIVE GRANT	654.49
REGIONAL MEDICAL CENTER	VACCINATION	159.00
RELIANCE STANDARD LIFE INS	INSURANCE	420.75
RELIANT FIRE APPARATUS	FIRE EQUIPMENT	2,884.04
RIVER CITY PAVING	STREET MATERIALS	778.14
RIVER CITY STONE	ROCK/STONE	73.83

S & D SUPPLY	SUPPLIES	162.00
SADLER POWER TRAIN	VEHICLE PARTS/MAINTENANCE	328.94
SCHERBRING, LINDA	REIMBURSE LIB SUPPLIES	13.99
SMOCK, JEFF	MILEAGE REIMB	507.43
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	200.93
STATE HYGIENIC LABORATORY	LAB TESTS	448.50
STOREY KENWORTHY	OFFICE SUPPLIES	1,591.46
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	154.00
T & W GRINDING	COMPOSTING CONTRACT	8,250.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	468.00
THREE RIVERS FS	FUEL/FERTILIZER	4,496.04
TOP GRADE EXCAVATING	CONSTRUCTION	4,280.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	726.14
TREASURER STATE OF IOWA	STATE TAX	11,043.00
TRI-TECH FORENSICS	FORENSIC KITS	85.48
UNITED STATES TENNIS ASSOC	3 YR MEMBERSHIP	100.00
UNITY POINT CLINIC	MUCC MEMBERSHIP DUES	84.00
UPS	TRAIL COUNTER RETURN	59.60
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	779.20
USA BLUE BOOK	PARTS/SUPPLIES	279.34
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	2,459.07
VISION SERVICE PLAN	INSURANCE	615.36
WALMART	SUPPLIES	1,038.28
WELLMARK	INSURANCE	31,056.58
WESSELS, JAMES L	REIMBURSEMENT	570.00
WINDSTREAM	PHONE/INTERNET	2,607.53
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	2,020.13
TOTAL ACCOUNTS PAYABLE		564,345.59
	FUND TOTALS	
	GENERAL	339,931.19
	ROAD USE TAX	59,355.79
	EMPLOYEE BENEFIT	21,983.44
	POLICE SPECIAL USES	741.00
	LIBRARY GIFT & TRUST	525.75
	POLICE CANINE	506.55
	DEBT SERVICE	647.50
	DOWNTOWN INCENTIVE	2,244.63
	WHITewater PARK PROJECT	18,773.69
	STREET IMPROVEMENT	1,231.23
	STREET PROJECTS	16,495.50
	WATER	54,079.17
	UTILITY DEPOSIT TRUST	313.61
	WATER CAPITAL PROJECT	10,000.00
	SEWER	37,516.54
	TOTAL	564,345.59

Downtown Incentive Grant Applications - Riverbend Pub LLC

Mayor Kramer informed the Council that five Downtown Incentive grant applications for Riverbend Pub, 121 South Franklin Street, have been reviewed by the Design Committee and the committee recommends approval.

Mike Corcoran, one of the owners of Riverbend Pub, was present and discussed the plans for the building with the Council.

Mike Corkery, owner of 119 South Franklin Street, addressed the Council with concerns about the proposed addition on the back of the building and its proximity to his building.

Following discussion, motion by Poynor, seconded by Bradley to approve the following Downtown Incentive Applications for Riverbend Pub (121 South Franklin Street) as recommended by the Design Committee: Acquisition Assistance Grant in the amount of \$2,280.00; Design Assistance Grant in the amount of \$2,000.00; Interior Grant in the amount of \$7,500.00; Facade Grant (South Facade) in the amount of \$7,500; Second Story Renovation Loan in the amount of \$10,000.00. On call of roll: Ayes: Poynor, Bradley, Stelken. Nays: None. Motion carried.

#### Alley Closure Request - Riverbend Pub LLC

City Manager Vick referred the Council to the letter from Mike Corcoran, one of the owners of Riverbend Pub, requesting the closure of the alley adjacent to the south side of their property at 121 South Franklin Street. As part of the renovation and development of 121 South Franklin Street, they would like to add a deck which would extend into the alley area. The City does have a sanitary sewer running through the alley, however City Staff believe that any future work on the main would need to be done using trenchless excavating due to the depth of the sewer and ground water conditions. If the Council would like to proceed with the closure of the alley, the Council would need to grant an easement in order for the proposed deck to be built. Closure of the alley does not equate to the City vacating or disposing of the alley. The City would be closing the alley to vehicular traffic and converting the area back to green space.

Motion by Stelken, seconded by Bradley to proceed with the necessary steps to close the alley south of 121 South Franklin Street. On call of roll: Ayes: Stelken, Bradley, Poynor. Nays: None. Motion carried.

#### Good to Great Trails Committee - Trail Concepts

Wes Schulte, Good to Great Trails Committee, updated the Council on the Committee's progress to date on the nature trail around the City and provided the Council with maps of the four proposed locations. With the addition of these trails, there will be another two miles of trails in the community. The Council discussed the proposed trails with Mr. Schulte.

#### Request to purchase 501 Grant Street - Wes Schulte

Mayor Kramer referred the Council to the request from Wes Schulte to purchase 501 Grant Street, a vacant residential lot the City owns.

City Manager Vick commented that this a vacant lot that the City owns, and discussed rezoning the lot to allow for multi-family housing. City Manager Vick also noted that in order to sell the property, a public hearing would need to be held. City Manager Vick discussed advertising for sealed bid on the sale of the property with the Council.

Wes Schulte addressed the Council asking if sealed bids were necessary. City Attorney Jim Peters stated that, while sealed bids are not required, the Council must do what is in the best interest of the public and they are required to ensure the City receives a fair price for any property they might sell.

Following discussion, motion by Poynor, seconded by Stelken to proceed with the necessary steps to sell the property. On call of roll: Ayes: Poynor, Stelken, Bradley. Nays: None. Motion carried.

#### R-008-2019 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the 2020 Street Improvement Project (IA 13)

Ryan Wicks, Fehr Graham, reviewed the Change of Scope with the Council.

Following discussion, motion by Stelken, seconded by Poynor to adopt R-008-2019 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the 2020 Street Improvement Project (IA 13). On call of roll: Ayes: Stelken, Poynor, Bradley. Nays: None. Motion carried.

#### R-009-2019 Resolution Approving Contract for Mowing Services (2019-2020)

Mayor Kramer informed the Council that three bids were received for the City's mowing contract for the City, with the low bid of \$26,200 per season received from Supreme Green Lawn & Landscape.

Motion by Bradley, seconded by Stelken to adopt R-009-2019 Resolution Approving Contract for Mowing Services with Supreme Green Lawn & Landscape. On call of roll: Ayes: Bradley, Stelken, Poynor. Nays: None. Motion carried.

Rental Housing Code

Mayor Kramer informed the Council that this would be the first reading of the ordinance on the rental housing code.

Motion by Poynor, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 001-2019 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding Chapter 160 Rental Housing Code. On call of roll: Ayes: Poynor, Bradley, Stelken. Nays: None. Motion carried.

Wes Schulte and Jim Schaul, both owners of rental property in the City, expressed concerns about the proposed rental housing code.

Council Member Struble arrived at 5:57pm.

Construction Project Updates

None.

Reports

City Attorney Jim Peters updated the Council on the nuisance properties that he is handling.

City Manager Vick informed the Council that the first budget work session would be next Monday, January 21, 2019 at 5:00pm.

Public Comments

Jim McGraw asked about security for the proposed nature trails as they are somewhat isolated.

Closed Session

Motion by Poynor, seconded by Struble to enter into closed session pursuant to Iowa Code Section 20.17(3) to discuss union negotiations at 6:08pm. On call of roll: Ayes: Poynor, Struble, Stelken, Bradley. Nays: None. Motion carried.

The Council returned to open session at 6:34pm.

Motion by Struble, seconded by Stelken that the meeting adjourn at 6:41pm. . On call of roll: Ayes: Struble, Stelken, Bradley, Poynor. Nays: None. Motion carried.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk