

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 28, 2019

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Tania Bradley, Ron Struble. Absent: Dan Stelken.

Mayor Kramer informed the Council that, due to weather, Donna Boss would provide the Delaware County Economic Development Update at the February 25, 2019 meeting. Motion by Sherman, seconded by Struble to approve the agenda as amended, removing item 5.2. Motion carried, all ayes.

Consent Agenda

- 2.1 Approval of the minutes of the January 14, 2019 City Council meeting and the January 21, 2019 Budget Work Session
- 2.2 R-011-2019 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
 - the minutes of the January 23, 2019 Planning & Zoning Commission meeting
- 2.4 Liquor License Applications
 - Renewal Application for Off Premise Class E Liquor License for Fareway Stores, Inc. #594 at 109 East Marion Street
- 2.5 Motion to accept the resignation of Rev. Tony Ede from the Library Board of Trustees and approve the appointment of Fr. Gabriel Anderson to the Board
- 2.6 R-010-2019 Resolution Rescinding Resolution R-066-2003 and Adopting Conditions for the City of Manchester Drainage Assistance on Privately Owned Property
- 2.7 Downtown Incentive Program Grant Applications
 - Awning Grant in the amount of \$980.00 to Todd Scherbring for the property at 118 North Franklin Street (Jude's Cafe)
 - Interior Grant in the amount of \$2,673.00 to Todd Scherbring for the property at 118 North Franklin Street (Jude's Cafe)
- 2.8 Downtown Incentive Program Grant Payment Requests
 - Interior Grant in the amount of \$7,500 to Gosling & Company, P.C. for the property at 215 North Franklin Street
- 2.9 Approve Pay Estimate #6 (Final Retainage) in the amount of \$45,898.75 to Top Grade Excavating for the 2018 Street Improvement Project
- 2.10 Approval of the Emergency Response Plan for Manchester Public Drinking Water System
- 2.11 R-012-2019 Resolution to Approve the City of Manchester Signing the Brownfields Coalition Memorandum of Agreement
- 2.12 Motion to set February 25, 2019 at 5:00pm as the date and time for a Public Hearing on the proposed alley closure adjacent to the south side of 121 South Franklin Street
- 2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Sherman, seconded by Struble 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 WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	20,277.90
BARD MATERIALS	CONCRETE	1,057.88
BLACK HILLS ENERGY	HEATING FUEL	5,034.73
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	1,119.90
BRIGGS, KRISTA	VB SUPERVISOR	198.00
BROWN SUPPLY CO	SUPPLIES	2,180.00
BUNTING, CLIFFORD D	MILEAGE REIMB	48.72
CALIBRE PRESS	PD TRAINING	159.00
CARNEY'S LOW VOLTAGE	WWTP CAMERAS	1,553.09

CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
COMPASS MINERALS	SALT	3,951.52
DATA TECHNOLOGIES	1099S, W-2S	315.75
DEL CO EMS	2018 HERO HUSTLE PROCEEDS	2,200.00
DEL CO FIRE ASSOCIATION	2018 HERO HUSTLE PROCEEDS	2,200.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
EAGLE ENGRAVING	ENGRAVING	526.95
EARLVILLE FIRE DEPARTMENT	2018 HERO HUSTLE: 1ST PLACE	500.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,118.95
FAREWAY STORES	SUPPLIES	77.44
FEHR GRAHAM & ASSOCIATES	ENGINEERING SERVICES	18,100.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	425.00
HAWKINS	CHEMICALS	471.56
HEARTLAND MECHANICAL	FIRE LINE INSPECTION	180.00
HERITAGE PRINTING	OFFICE SUPPLIES	31.00
HYDRITE CHEMICAL CO	CHEMICALS	2,594.25
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	4,266.00
IA PUBLIC AIRPORTS ASSOC	MEMBERSHIP	100.00
INNOVATIVE RESCUE SOLUTIONS	FIRE UNIFORM SUPPLIES	173.62
IPERS	IPERS	27,161.21
ISU	GOAL SETTING WORKSHOP	2,200.00
KIRKHAM MICHAEL	PAY #5: AIRPORT ENV	9,765.23
KLUESNER SANITATION	GARBAGE/RECYCLING	50.00
KRAMER, MILT L	MILEAGE REIMB	51.04
MANCHESTER AREA CHAMBER	MARKETING CLASS	10.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	947.83
MANCHESTER MOTOR SUPPLY	AUTO PARTS	395.92
MANCHESTER POLICE DEPT	2018 HERO HUSTLE: 1ST PLACE	500.00
MANCHESTER SIGNS	SIGNS	79.50
MOMENTUM	SCREEN PRINTING	439.37
NEC FINANCIAL SERVICES	PHONE SYSTEM SERVICES	1,138.03
NICC	MREP PHONE/INTERNET	1,258.80
NORSOLV	CHEMICALS	143.95
PAYROLL CHECKS	PAYROLL	55,509.66
RIVER CITY STONE	ROCK/STONE	327.34
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	649.00
SMALL BUSINESS ADMINISTRATION	500 NORTH FRANKLIN STREET	4,000.00
SMOCK, JEFF	MILEAGE REIMB	178.64
SPEER FINANCIAL	FINANCIAL SERVICES	4,100.00
STOREY KENWORTHY	SUPPLIES	839.45
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	100.00
TEAMSTERS LOCAL 238	UNION DUES	463.00
THREE RIVERS FS	FUEL/FERTILIZER	2,558.30
TOP GRADE EXCAVATING	PAY EST #1	623,492.78
TREASURER STATE OF IOWA	STATE TAX	3,305.00
TSCHIGGFRIE EXCAVATING	MANHOLE REPLACEMENT	9,039.02
UNITY POINT CLINIC	MUCC MEMBERSHIP DUES	40.00
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	225.78
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
WALMART	SUPPLIES	313.05
WELLMARK	PAYROLL WITHHOLDINGS	2,423.66
WINDSTREAM	PHONE/INTERNET	815.71
TOTAL ACCOUNTS PAYABLE		843,470.39

	FUND TOTALS	
	GENERAL	117,232.64
	ROAD USE TAX	24,044.54
	EMPLOYEE BENEFIT	146.10
	TAX INCREMENT FINANCING	350.00
	PARK GIFT & TRUST	5,400.00
	STREET PROJECTS	116,858.49
	WATER	19,219.08
	WATER CAPITAL PROJECT	524,734.29
	WATER DEBT SERVICE	3,750.00
	SEWER	31,735.25
	TOTAL	843,470.39

Public Hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement

Mayor Kramer opened the Public Hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement at 5:07pm.

Mayor Kramer informed the Council that the loan was for the Highway 13 Water Main Looping project.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:09pm.

Motion by Struble, seconded by Bradley to adopt R-013-2019 Resolution Authorizing and Approving a Loan and Disbursement Agreement and providing for the Issuance and Securing the Payment of \$754,000 Water Revenue Bonds, Series 2019. Motion carried, all ayes.

Rental Housing Code

Mayor Kramer informed the Council that this would be the second reading of the rental housing code, noting that an ordinance requires three readings to be enacted.

Wes Schulte presented the Council with a petition that included 17 signatures on individuals opposed to the rental housing code.

Landlords Wes Schulte, Kevin Graybill, and James Scott discussed their concerns about the proposed ordinance with the Council.

Motion by Poynor, seconded by Sherman to proceed with the second 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. Motion carried, all ayes.

The Council agreed to hold another public meeting with the landlords on March 20, 2019 at 6:00pm at the fire station.

Motion by Poynor, seconded by Bradley to hold the third and final reading of the ordinance on April 8, 2019. Motion carried, all ayes.

Delaware County Economic Development Update - Donna Boss

REMOVED FROM THE AGENDA.

Request to purchase 501 Grant Street - Wes Schulte

The Council discussed the request to purchase 501 Grant Street, noting there would be a public hearing on the rezoning of the lot on February 11, 2019. No further action will be taken until the property is rezoned.

Houlihan Ag Subdivision

Motion by Poynor, seconded by Struble to adopt R-014-2019 Resolution Approving Preliminary Plat (Houlihan Ag Subdivision). Motion carried, all ayes.

Motion by Struble, seconded by Poynor to adopt R-015-2019 Resolution Approving Final Plat (Houlihan Ag Subdivision). Motion carried, all ayes.

Maquoketa River Watershed Management Authority Funding Request

City Manager Vick informed the Council that the City has been a partner in the Maquoketa River Watershed Management Authority (WMA) since its development a little over a year ago. The WMA is now at the stage that it will need to develop a budget and funding mechanism to meet the administrative needs for the organization, including program development and grant writing. In developing the budget and identifying a funding source, the Maquoketa River WMA's executive committee has identified a per capita funding as the best approach at this time. The WMA is proposing a \$1/capita annual fee, starting July 1, 2019.

Following discussion, motion by Sherman, seconded by Bradley to approve continued participation in the Maquoketa River Watershed Management Authority with an annual fee of \$1/capita effective July 1, 2019. Motion carried, all ayes.

Water Quality Initiative Nutrient Reduction Strategy Planning and Development Projects Grant Writing Agreement with ECIA

Motion by Struble, seconded by Poynor to approve the Grant Writing Contract with ECIA for grant writing services related to the Iowa Department of Agriculture & Land Stewardship's Water Quality Initiative Nutrient Reduction Strategy Planning & Development Projects, not to exceed \$5,000. Motion carried, all ayes.

Construction Project Updates

None.

Request to vacate undeveloped portion of South 2nd Street lying between Denton and Kane Street - Jeff Ogden

City Manager Vick informed the Council that Jeff Ogden has inquired about the potential for the City to vacate the undeveloped portion of South 2nd Street, lying between Denton and Kane Street. The request is being brought before the City Council to determine how the Council would like to proceed with the request.

Following discussion, the Council directed staff to proceed with the necessary paperwork to vacate that section of South 2nd Street.

Reports

City Manager Vick updated the Council on snow removal operations and equipment issues.

Motion by Poynor, seconded by Bradley that the meeting adjourn at 6:25pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk