

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 11, 2019

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.

Presentation of Service Awards

Mayor Kramer presented Service Awards to Karen Corcoran for 10 years of service to the Manchester Public Library and to Perry Peterson for 30 years of service to the City of Manchester.

Approval of the Agenda

Motion by Poynor, seconded by Bradley to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the January 28, 2019 City Council meeting and the February 4, 2019 Budget Work Session

2.2 R-016-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the February 4, 2019 Parks & Recreation Commission meeting
- the January 2019 Wastewater Report to the IDNR
- the January 2019 Wastewater Monthly Report

2.4 Liquor License Applications

- New Application for On Premise 5 Day Class C Liquor License for St. Mary Church for the Gala Event on March 2, 2019

2.5 Downtown Incentive Program Grant Payment Requests

- Facade Grant in the amount of \$7,500.00 to Roger Lake for 105 North Franklin Street
- Interior Grant in the amount of \$1,056.24 to Roger Lake for 105 North Franklin Street
- Interior Grant in the amount of \$249.31 to Roger Lake for 107 North Franklin Street
- Facade Grant in the amount of \$379.50 to Mia Jo Boutique for 210 South Franklin Street
- Interior Grant in the amount of \$2,095.50 to Mia Jo Boutique for 210 South Franklin Street

2.6 R-017-2019 Resolution Approving Airport Hangar Leases

2.7 Approve Pay Estimate #6 in the amount of \$14,647.84 to Kirkham Michael for the Airport Environmental Assessment Project

2.8 R-018-2019 Resolution Approving Property Tax Abatement Applications Submitted by Property Owners in Recognized Urban Revitalization Areas and Authorizing the Transmittal of the Approved Applications to the Delaware County Assessor

2.9 Approve payment of invoices totaling \$20,224.00 to Fehr Graham for engineering services

2.10 R-019-2019 Resolution setting the date for public hearing on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$120,000

2.11 R-020-2019 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

2.12 R-021-2019 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

Action (Consent): 2.13 R-023-2019 Resolution Supporting the City's Application for an Iowa Department of Transportation Urban-State Traffic Engineering Program Grant

2.14 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
ACCENT LASER	TONER CARTRIDGE(S)	209.85

ADVANTAGE ARCHIVES	SCANNING	642.00
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	2,006.41
AMAZON	LIB SUPPLIES	283.42
AMAZON CAPITAL SERVICES	SUPPLIES	34.88
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	672.87
BARRON MOTOR	PARTS/SUPPLIES	234.88
BOOK FARM	LIBRARY MATERIALS	473.49
CDW GOVERNMENT	IT PRODUCTS/SERVICE	680.18
CENGAGE LEARNING	LIBRARY MATERIALS	92.77
CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
COMPASS MINERALS	STREET SALT	11,705.64
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	603.31
DEPENDABLE AUTOMOTIVE PROD	AUTOMOTIVE SUPPLIES	133.40
DEPOSIT REFUNDS	DEPOSIT REFUNDS 1/31/2019	307.88
DON'S TRUCK SALES	PARTS & SUPPLIES	257.54
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,527.75
ELM USA	LIBRARY MATERIALS	38.50
FAREWAY STORES	GOAL SETTING SUPPLIES	170.08
FASTENAL COMPANY	PARTS/SUPPLIES	23.64
FOLSOM, KRISTY	REIMB SUPPLIES	60.89
GEORGEN AUTO	VEHICLE MAINT/REPAIR	641.36
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	425.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	392.98
HOLTZ, LISA	EMD TRAINING	124.70
IMFOA	ANNUAL MEMBERSHIP DUES	100.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	67.73
INT'L ASSOC CHIEFS OF POLICE	MEMBERSHIP DUES	190.00
IOWA ONE CALL	LOCATES	15.40
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	269.67
LAWSON PRODUCTS	TOOLS AND MATERIALS	425.39
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	370.00
MANCHESTER MOTOR SUPPLY	AUTO PARTS	203.56
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	1,757.92
MCGREAL, AMANDA	REIMBURSE SUPPLIES	25.14
MEARDON, SUEPPEL, DOWNER	LABOR RELATIONS	450.00
MEDIACOM	PHONE/INTERNET	408.30
MIDWEST TAPE	LIBRARY MATERIALS	225.89
MIDWEST WHEEL COMPANIES	CAMERA KIT	233.99
OFFICE EXPRESS	OFFICE SUPPLIES	16.98
PALMER HARDWARE	PARTS/SUPPLIES	540.81
PAYROLL CHECKS	PAYROLL	56,215.45
PETERS & LONGMUIR	LEGAL FEES	1,366.79
POSTMASTER	POSTAGE	544.56
PREMIER PARTS	PARTS/SUPPLIES	196.58
PRONTO MART	FUEL	31.46
RELIANCE STANDARD LIFE INS	INSURANCE	412.15
RITE PRICE	OFFICE SUPPLIES	90.08

S & D SUPPLY	BRUSHES	143.75
SCHROEDERS CASH SUPPLY	BUILDING SUPPLIES	2,515.95
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	170.29
SHERE, ANGELA	LIB SUPPLIES	13.17
SMOCK, JEFF	MILEAGE REIMB	178.64
STOREY KENWORTHY	LIB OFFICE SUPPLIES	215.91
SUPREME GREEN	LAWNCARE MAINTENANCE	131.10
TAPED EDITIONS	LIB MATERIALS	1,197.00
THE COURIER	SUBSCRIPTION	483.75
THE FISH SHACK	LIBRARY: AQUATIC MAINT	75.00
TREASURER STATE OF IOWA	STATE TAX	3,421.00
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	225.22
USA BLUE BOOK	PARTS/SUPPLIES	151.32
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
VISION SERVICE PLAN	INSURANCE	608.48
WELLMARK	INSURANCE	29,210.57
WINDSTREAM	PHONE/INTERNET	1,779.16
WOODWARD COMMUNITY MEDIA	PUBLICATION EXPENSE	90.00
ZANGERLE REPAIR	CARBURETOR ASSEMBLY	120.20
TOTAL ACCOUNTS PAYABLE		148,668.81
	FUND TOTALS	
	GENERAL	66,617.93
	ROAD USE TAX	35,717.53
	EMPLOYEE BENEFIT	24,969.27
	LIBRARY GIFT & TRUST	1,683.53
	WATER	10,262.78
	UTILITY DEPOSIT TRUST	307.88
	SEWER	9,109.89
	TOTAL	148,668.81

Public Hearing on the Request of Jim Schaul to rezone 1228 North 2nd Street from R1-70 (Single Family Low Density) to R2 (Two Family Low Density)

Mayor Kramer informed the Council that the Planning & Zoning Commission had held a Public Hearing on the request during their meeting on February 6, 2019, and noted that during the Public Hearing neighbors were present and expressed concerns regarding the rezoning request.

Mayor Kramer opened the Public Hearing at 5:10pm.

City Manager Vick noted that the request was submitted by Jim Schaul because there was a party interested in purchasing the property and constructing a duplex. The neighbors that were present at the Planning & Zoning Commission meeting were concerned about the condition the existing property and the lack of maintenance currently being down, and not necessarily opposed to the rezoning if the property were sold. The Planning & Zoning Commission delayed action on the request until their next meeting on March 6, 2019, and they have requested additional information from the seller/buyer.

The Council discussed the condition of the existing property and the rezoning request.

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

Motion by Poynor, seconded by Stelken to table Ordinance 002-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa until the Planning and Zoning Commission meets again and makes a recommendation to the City Council. Motion carried, all ayes.

Public Hearing on the Request of the City of Manchester to rezone 501 Grant Street from R1-80 (Single Family Low Density) to R4 (Multi Family Residential Medium Density)

Mayor Kramer opened the Public Hearing at 5:16pm.

City Manager Vick informed the Council that the City has owned this parcel for several years. An interested party has approached the City about purchasing the lot. The City would like to have the lot rezoned to allow for the construction of multi- family housing. City Manager Vick further noted that the Planning & Zoning Commission had reviewed the request at their February 6, 2019 meeting and recommended approval.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:20pm.

Motion by Stelken, seconded by Struble to approve the first consideration and adoption of Ordinance 003-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

R-022-2019 Resolution Approving Final Plat (Good Neighbor Subdivision Plat 2)

Matt Carpenter, Good Neighbor Society Administrator, updated the Council on the construction of the dwelling units at their campus and their future development plans.

Following discussion, motion by Bradley, seconded by Poynor to adopt R-022-2019 Resolution Approving Final Plat (Good Neighbor Subdivision Plat 2). Motion carried, all ayes.

R-024-2019 Resolution Authorizing the loaning of funds from the Franchise Fee Fund to the Hotel Motel Tax Fund for payment of \$100,000.00 for an Economic Development Project

Motion by Sherman, seconded by Struble to adopt R-024-2019 Resolution Authorizing the loaning of funds from the Franchise Fee Fund to the Hotel Motel Tax Fund for payment of \$100,000.00 for an Economic Development Project. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2020 Street Project and the East Delaware Street Parking Lot Project.

Reports

City Manager Vick informed the Council that there would be a work session on February 13, 2019 to discuss the City Shop Project. City Manager Vick also updated the Council on equipment repairs and water main breaks.

Council Member Stelken asked about snow removal operations.

Motion by Stelken, seconded by Struble that the meeting adjourn at 5:41pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk