

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 25, 2019

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

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

Mayor Kramer noted that due to illness, Agenda Item 5.1 "Creative Placemaking Proposal" would be removed from this agenda and would be on the March 11, 2019 City Council agenda. Council Member Sherman asked to move Item 2.7 "Approve Proposal from Demmer Architecture for Plans and Specifications for a new City Shop" from the Consent Agenda to the Regular Agenda as requested by Jeff Ogden.

Motion by Sherman to approve the agenda as amended, removing item 5.1 "Creative Placemaking Proposal" and moving Item 2.7 "Approve Proposal from Demmer Architecture for Plans and Specifications for a new City Shop" from the Consent Agenda to the Regular Agenda. The motion died due to a lack of a second.

Following discussion, motion by Sherman, seconded by Poynor to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the February 11, 2019 City Council meeting and the February 13, 2019 Committee of the Whole meeting

2.2 R-025-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the Manchester Police Department 2018 Annual Report
- the minutes of the February 6, 2019 Planning & Zoning Commission meeting
- the January 2019 Statistical Report for the Library

2.4 Ordinance 003-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, second consideration

2.5 R-026-2019 Resolution Amending Salary Resolution

2.6 R-027-2019 Resolution Approving Iowa Underground Storage Tank Program Environmental Covenant

2.7 Approve Proposal from Demmer Architecture for Plans and Specifications for a new City Shop

2.8 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
ACCESS SYSTEMS LEASING	COPIER MAINT	361.05
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	22,555.13
AMAZON CAPITAL SERVICES	SUPPLIES	243.16
AWWA REGION I (MARION)	CONTINUING EDUCATION	100.00
BLACK HILLS ENERGY	HEATING FUEL	4,907.56
CAREER TRACK	CONTINUING EDUCATION	198.00
CARR & CARR ATTORNEYS	NUISANCE ABATEMENT	198.00

CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
COMPASS MINERALS	STREET SALT	24,010.09
CORKERY, CATHY	LIBRARY PROGRAM	150.00
DEL CO CLERK OF COURT	NUISANCE ABATEMENT	40.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	946.30
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	REPAIR/MAINTENANCE	1,081.88
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	28.12
ECIA	GRANT WRITING	1,246.75
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,353.98
EMERALD DATA SOLUTIONS	BOARDDOCS SUBSCRIPTION	2,700.00
EMS INDUSTRIAL	ELECTRIC MOTOR REPAIR	2,700.00
FAREWAY STORES	WWTP SUPPLIES	57.66
FEHR GRAHAM	ENGINEERING FEES	20,224.00
FIELD TRAINING SOLUTIONS	POLICE TRAINING	295.00
FISCHER BROTHERS	AQUATIC CENTER GRATES	13,067.68
FRANKLIN STREET BREWING	LIBRARY PROGRAM	50.00
GARBARINO, MARISSA	LIBRARY PROGRAM	27.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	164.94
GOSLING & COMPANY	DOWNTOWN INCENTIVE GRANT	7,500.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	425.00
GUDENKAUF TILING & EXCAVATING	HAUL ENDLOADER	125.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	269.20
HENDERSON PRODUCTS	VEHICLE SUPPLIES	34.50
HERITAGE PRINTING	OFFICE SUPPLIES	103.00
IAMU	ANNUAL DUES	890.00
IDNR	LAB CERTIFICATION	400.00
IPERS	IPERS	24,881.72
J & R SUPPLY	WTR/SWR SUPPLIES	282.00
KELTEK	SUPPLIES	78.09
KIRKHAM MICHAEL	AIRPORT ENVIRONMENTAL	14,647.84
KLUESNER SANITATION	GARBAGE/RECYCLING	21,551.70
KMCH	RADIO ANNOUNCEMENTS	260.00
KWIK TRIP	FUEL	54.98
LAKE DESIGN & DECOR	DOWNTOWN INCENTIVE GRANT	8,805.55
LOCAL GOV'T PROFESSIONAL SVCS	CODIFICATION	475.00
MANCHESTER SIGNS	SIGNS	151.25
MARK FINK	SNOW REMOVAL	1,855.00
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	19.52
MCGREAL, AMANDA	REIMBURSE SUPPLIES	104.77
MIDWEST TAPE	LIBRARY MATERIALS	398.88
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	3,242.10
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	1,080.00
NRPA	MEMBERSHIP DUES	175.00

OFFICE EXPRESS	OFFICE SUPPLIES	85.00
ON-SITE INFORMATION DESTR	SHREDDING	45.00
PAYROLL CHECKS	PAYROLL	56,177.48
PITNEY BOWES	POSTAGE	1,808.50
RADIO COMMUNICATIONS	REPAIR/MAINT	139.20
RIVER CITY STONE	ROCK/STONE	363.83
SCHIESS, DARCY	DOWNTOWN INCENTIVE GRANT	2,475.00
SMOCK, JEFF	MILEAGE REIMB	178.64
SNO-GO	SALT	472.60
STATE HYGIENIC LABORATORY	LAB TESTS	195.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	44.00
SUPREME GREEN	SNOW HAULING	770.40
TEAMSTERS LOCAL 238	UNION DUES	524.00
THREE RIVERS FS	FUEL/FERTILIZER	5,834.31
TOP GRADE EXCAVATING	PAY #6 (FINAL): 2018 STREETS	45,898.75
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	1,722.54
TREASURER STATE OF IOWA	STATE TAX	3,377.00
TRUCK COUNTRY OF IOWA	SUPPLIES	26.44
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	225.22
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
WALMART	SUPPLIES	212.63
WELLMARK	HEALTH INS	2,423.66
WINDSTREAM	PHONE/INTERNET	158.87
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	457.58
TOTAL ACCOUNTS PAYABLE		330,010.08
	FUND TOTALS	
	GENERAL	143,204.53
	HOTEL MOTEL TAX	254.25
	ROAD USE TAX	58,976.07
	LIBRARY GIFT & TRUST	227.00
	DOWNTOWN INCENTIVE	18,780.55
	STREET PROJECTS	64,872.75
	WATER	19,208.54
	WATER CAPITAL PROJECTS	1,250.00
	SEWER	23,236.39
	TOTAL	330,010.08

Public Hearing on the proposed vacation of City property described as: the alley lying adjacent to Lot 11 of the Subdivision of Lots 146 and 197, Manchester, Iowa, same being a part of the Northwest ¼ of the Northeast ¼ of Section 32, Township 89 North, Range 5 West of the 5th P.M., Delaware County, Iowa
Mayor Kramer opened the Public Hearing at 5:15pm.

Mayor Kramer explained the location of the alley, noting it is the short alley between Shelly Park and 121 South Franklin Street.

The Council discussed traffic flow, access to the parking lot, signage, adjacent properties, and turning traffic.

Dave Fink and Ed Wulfekuhle, representing River Bend Pub, updated the Council on their progress with the remodel of the building at 121 South Franklin Street.

There being no written comments on file and no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:25pm.

Motion by Sherman, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 004-2019 An Ordinance Vacating the Alley lying adjacent to Lot Eleven (11) of the Subdivision of Lots 146 and 197, Manchester, Iowa, same being a part of the Northwest 1/4 of the Northeast 1/4 of Section 32, Township 89 North, Range 5 West of the 5th P.M., Delaware County, Iowa. Motion carried, all ayes.

Public Hearing on proposal to enter into a General Obligation Vehicle Acquisition Loan Agreement

Mayor Kramer opened the Public Hearing at 5:26pm.

Mayor Kramer informed the Council the loan agreement was for the purchase of vehicles for the Police and Public Works departments, and noted that this would be a one year loan paid with debt service funds.

Jeff Ogden, 1332 North Franklin Street, asked what vehicles would be purchased with these funds. City Manager Vick responded that the budget for the upcoming fiscal year included the replacement of a police squad car, a tractor, and the purchase of a skid loader. Mr. Ogden further asked why these vehicles were being paid for from debt service funds rather than department funds. City Manager Vick responded that the City has capacity in the debt service fund, and in order to keep the City's property tax rate the same, debt service funds are being utilized for these purchases. Mr. Ogden expressed concern about the City's debt.

There being no written comments on file and no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:29pm.

Motion by Poynor, seconded by Sherman to adopt R-028-2019 Resolution taking additional action on proposal to enter into a General Obligation Vehicle Acquisition Loan Agreement and providing for the levy of taxes to pay the same. Motion carried, all ayes.

Creative Placemaking Proposal - Libby Crimmings, McClure Engineering

This item was rescheduled to the March 11, 2019 City Council meeting due to an illness.

501 Grant Street Purchase Agreement Proposal - Wes Schulte

Wes Schulte reviewed his proposal for the purchase of 501 Grant Street, noting he is offering the assessed value of \$12,900.00 for the lot.

Motion by Poynor, seconded by Bradley to set a Public Hearing for March 25, 2019 at 5:00pm for the sale of 501 Grant Street to Wes Schulte. Motion carried, all ayes.

West Brook Multi-Family Development - Wes Schulte

Wes Schulte presented the Council with a proposal for the construction of a two story 16 unit market rate apartment complex on the southwest corner of West Marion and South 9th Streets. Mr. Schulte

reviewed with the Council the plans for building, timeframe for completion, the need and demand for housing, and the estimated cost. Mr. Schulte asked the City Council for assistance in two areas: first would be to provide a \$100,000 grant upfront to assist with site development and the second would be to provide at least a ten year 100% property tax abatement for the project.

Donna Boss, Delaware County Economic Development, commented that housing continues to be a huge need in Manchester and the greater Delaware County area.

The Council discussed the proposal, funding mechanisms, and potential ways the City could assist. Mr. Schulte asked about the timeframe for a decision, noting that he would like to proceed with this project as soon as weather permits. The Council asked for this item to be on the agenda for the March 6, 2019 Committee of the Whole meeting to discuss possible incentives.

Construction Project Updates

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

Reports

Council Member Poynor commented that she was pleased with the Annual Report for the Police Department and thanked Police Chief Jim Hauschild for the information.

Council Member Bradley commented that she received several positive comments from the community with how the City has been addressing the recent snow and rain.

Jeff Ogden, 1332 North Franklin Street, addressed the Council regarding the proposed City Shop project. Mr. Ogden commented that he is not opposed to a new City Shop but he is concerned about the size and cost of the proposed City Shop. Mr. Ogden asked the Council to investigate a smaller building at a cost of \$1,000,000 or less.

Closed Session

Motion by Bradley, seconded by Poynor to enter into closed session at 6:01pm pursuant to Iowa Code Section 20.17(3) to discuss union negotiations. Motion carried, all ayes.

The Council returned to open session at 6:23pm.

Motion by Poynor, seconded by Sherman that the meeting adjourn at 6:23pm. Motion carried, all ayes

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk