

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 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.

Mayor Kramer presented the Nice Neighbor Award to Roger Lawrence. Mr. Lawrence was nominated by Jackie Mormann from The Bread Basket for the award.

Motion by Struble, seconded by Stelken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the February 25, 2019 City Council meeting and the March 6, 2019 Committee of the Whole meeting

2.2 R-029-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the February 14, 2019 Library Board meeting
- the February 2019 Library Statistical Report
- the 2018 Aquatic Center Final Report
- the February 2019 Wastewater Reports
- the minutes of the March 4, 2019 Parks & Recreation Commission meeting
- the minutes of the March 6, 2019 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application and Ownership Update for an Off Premise Class E Liquor License with Sunday Sales for Walmart Store #1506 (1220 West Main Street)
- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Blue Collar Sports Bar (120 East Main Street)
- Ownership Update for Kwik Star #790 (1000 West Main Street)

2.5 Ordinance 003-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration & final adoption

2.6 Downtown Incentive Program Grant Payment Requests

- Awning Grant in the amount of \$909.41 and Interior Grant in the amount of \$1,619.82 to Todd Scherbring for the property at 118 N. Franklin (April's Diner formerly Jude's Cafe)

2.7 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, second consideration & adoption

2.8 R-030-2019 Resolution Approving and Authorizing Utility Write-Offs

2.9 Approve Pay Estimate #7 in the amount of \$4,882.62 to Kirkham Michael for the Airport Environmental Assessment

2.10 R-031-2019 Resolution Amending Salary Resolution

2.11 Approve the bid of Don & Walt in the amount of \$5,890.00 for replacement of Communication Center's central air conditioner and air exchange unit with Delaware County E911 to pay half of the cost

2.12 Approve payment in the amount of \$26,919.00 to Fehr Graham for engineering services

2.13 R-032-2019 Resolution Waiving Right to Review Plat (Lee Survey)

2.14 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ALLAN, TERI	LIB REIMBURSEMENT	25.00
AMAZON	LIB SUPPLIES	731.86
AMAZON CAPITAL SERVICES	SUPPLIES	195.17

AUNT EMMY'S	SUPPLIES	60.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	914.26
BARRON MOTOR	PARTS/SUPPLIES	189.74
BECKER ELECTRIC	ELECTRICAL MAINTENANCE	1,196.04
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	182.60
BRIGGS, KRISTA	VB SUPERVISOR	120.00
BUSINESS FORMS DIVERSIFIED	UTILITY BILLS	1,084.00
CENGAGE LEARNING	LIBRARY MATERIALS	31.19
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
DALINC	CONFERENCE	225.00
DEL CO AUDITOR	GIS CONTRACT	3,000.00
DEL CO EXTENSION & OUTREACH	CONTINUING EDUCATION	35.00
DEMCO	LIBRARY MATERIALS	25.28
DEPOSIT REFUNDS ON 2/28/2019	UTILITY REFUNDS	189.32
DORSEY & WHITNEY	LEGAL SERVICES	600.00
ELM USA	LIBRARY MATERIALS	25.00
ERICKSON CONSTRUCTION	SNOW REMOVAL	540.00
FAREWAY STORES	SUPPLIES	157.92
FASTENAL COMPANY	PARTS/SUPPLIES	22.90
FINK, MARK	HAUL SNOW	2,777.50
FOLEY, DOUG	MILEAGE REIMB	61.48
FRANKLIN STREET BREWING	SUPPLIES	48.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	267.20
HERITAGE PRINTING	OFFICE SUPPLIES	20.86
IA DEPT OF AG & LAND	LICENSE	4.50
IA SECRETARY OF STATE	NOTARY CERTIFICATION	30.00
IABO	ANNUAL MEMBERSHIP DUES	50.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	75.66
ISU	GOAL SETTING	800.23
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	700.67
KMCH	RADIO ANNOUNCEMENTS	510.00
KWIK TRIP	FUEL	132.82
LAHR REPAIR	HEAVY EQUIP MAINT/REPAIR	1,589.93
LAWSON PRODUCTS	TOOLS & MATERIALS	251.86
MANCHESTER SIGNS	SIGNS	40.00
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	129.26
MCGREAL, AMANDA	REIMBURSE SUPPLIES	128.20
MEARDON, SUEPPEL, DOWNER	LEGAL SERVICES	2,000.00
MEDIACOM	PHONE/INTERNET	407.48
MIDWEST PATCH	STREET MAINT MATERIALS	949.80
MIDWEST TAPE	LIBRARY MATERIALS	594.51
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	158.73
NEC FINANCIAL SERVICES	PHONE SYSTEM SERVICES	728.03
OFFICE EXPRESS	OFFICE SUPPLIES	49.00

PALMER HARDWARE	PARTS/SUPPLIES	117.26
PAYROLL CHECKS	PAYROLL	58,115.75
PETERS & LONGMUIR	LEGAL FEES	850.00
PHYSIO-CONTROL	AED & SUPPLIES	86.00
PITNEY BOWES	LEASE PAYMENT	152.34
POSTMASTER	POSTAGE	539.92
PREMIER PARTS	PARTS/SUPPLIES	95.41
RELIANCE STANDARD LIFE INS	INSURANCE	412.15
RIVER CITY STONE	ROCK/STONE	1,607.27
SHERE, ANGELA	REIMB SUPPLIES	61.95
SMOCK, JEFF	MILEAGE REIMB	178.64
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	200.93
STATE HYGIENIC LABORATORY	LAB TESTS	331.50
STOREY KENWORTHY	OFFICE SUPPLIES	193.98
SUPREME GREEN	LAWNCARE MAINTENANCE	264.60
TASC	FLEX BENEFITS	1,657.69
TRUCK COUNTRY OF IOWA	VEHICLE SUPPLIES	26.44
USA BLUE BOOK	PARTS/SUPPLIES	671.28
VAN METER	ELECTRICAL SUPPLIES	5.49
VAN METER & ASSOCIATES	ELECTRICAL SUPPLIES	5.49
VICK, TIMOTHY J	REIMBURSEMENT	249.40
VISION SERVICE PLAN	INSURANCE	580.96
WELLMARK	INSURANCE	24,869.90
WHATS WORKING IN HUMAN RES	NEWSLETTER	299.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	930.41
WORLD BOOK DIRECT MKTG	LIBRARY MATERIALS	54.40
TOTAL ACCOUNTS PAYABLE		114,813.16
	FUND TOTALS	
	GENERAL	45,880.59
	ROAD USE TAX	20,081.72
	EMPLOYEE BENEFIT	24,682.43
	TAX INCREMENT FINANCING	39.86
	LIBRARY GIFT & TRUST	190.91
	DEBT SERVICE	19.27
	STREET PROJECTS	3,000.00
	WATER	6,072.08
	UTILITY DEPOSIT TRUST	5,669.66
	SEWER	9,176.64
	TOTAL	114,813.16

Public Hearing on the proposed budget for Fiscal Year July 1, 2019 - June 30, 2020

Mayor Kramer opened the Public Hearing at 5:12pm.

Mayor Kramer informed the Council that the proposed budget sets the levy rate at \$15.57523, the same rate as last fiscal year. Mayor Kramer reviewed the City's budget process with those present.

Jeff Ogden, 1332 North Franklin Street, asked about the City's total debt, if the City Shop was included in the proposed budget, the levy rate, and getting citizen's input on how property tax dollars are spent.

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 Bradley to adopt R-033-2019 Resolution for the Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2019-June 30, 2020. Motion carried, all ayes.

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

Mayor Kramer opened the Public Hearing at 5:30pm.

City Manager Vick informed the Council that the proposed amendment provides an updated description of the Community Savings Bank Development Infrastructure Project and the incentives being offered. The amendment modifies the Urban Renewal Plan Amendment which the City Council adopted on August 14, 2017.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:31pm.

Motion by Struble, seconded by Stelken to adopt R-034-2019 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Public Hearing on Proposed Development Agreement with Community Savings Bank

Mayor Kramer opened the Public Hearing at 5:32pm.

City Manager Vick informed the Council that the development agreement with Community Savings Bank (CSB) requires the bank to hold a \$3,000,000 minimum assessment throughout the duration of the agreement, and the City will provide a 50% tax rebate for ten years with the total rebate not to exceed \$425,000.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:35pm.

Motion by Bradley, seconded by Struble to adopt R-035-2019 Resolution Approving Development Agreement with Community Savings Bank, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

Creative Placemaking Proposal - Libby Crimmings, McClure Engineering

Libby Crimmings, McClure, presented the Creative Placemaking Proposal to the Council and reviewed the components of the study.

The Council discussed with Ms. Crimmings and those present the following items: the action plan that is developed as part of the project, the need for housing, the process for the creative placemaking study, other communities McClure has worked with, potential housing incentives and funding for those, the timeframe for completion of the study, quality of life, and the need for investment from other entities in the community.

Following a lengthy discussion, motion by Sherman, seconded by Stelken to approve the Creative Placemaking Proposal of McClure for Phase 1 "Downtown Cultural Master Plan," Phase 2 "Housing Plan," and Phase 3 "Marketing and Branding Master Plan." Motion carried, all ayes.

Ordinance 002-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa

Mayor Kramer informed the Council that the Planning & Zoning Commission had met on March 6, 2019 to review the rezoning request of Jim Schaul for the property at 1228 North 2nd Street from R1-70 (Single Family Low Density) to R-2 (Two Family Low Density). The Planning & Zoning Commission recommends approval of the rezoning request.

Motion by Poynor, seconded by Ron to proceed with the first consideration and adoption of Ordinance 002-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Urban Revitalization Plan Amendment

City Manager Vick informed the Council that he had contacted the City's bond counsel regarding modifications to the City's urban revitalization plan. The attorney is researching if a tiered structure for multi-family housing is permissible under Iowa Code.

Council Member Sherman commented that he'd like to see the City offer a much higher percentage for a window of time to see if it will stimulate growth and asked the rest of the Council their thoughts on providing a greater incentive than 60%. Council Member Poynor noted that the City still has to provide services to the property during the abatement period and she doesn't feel that the City can afford to waive all the taxes for ten years. Council Member Bradley echoed Poynor, noting that what the City is proposing is better than neighboring communities.

Following discussion, the Council agreed to continue review of the City's urban revitalization program at the next meeting when the City has the bond counsel's opinion.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction projects.

Reports

City Manager Vick informed the Council the meeting on the proposed rental housing code will be March 20, 2019 at 6:00pm at the Fire Station.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 6:43pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk