

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, March 25, 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.

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

Consent Agenda

2.1 Approval of the minutes of the March 11, 2019 City Council meeting

2.2 R-036-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the March 14, 2019 Library Board meeting

2.4 Liquor License Applications

- New Application for 5 Day On Premise Class A Liquor License for the Good Neighbor Society at 1208 West Marion Street for their May 18, 2019 fundraising event
- Renewal Application for On Premise Class C Liquor License with Sunday Sales for the Fraternal Order of Eagles Aerie #3538 at 110 North Franklin Street

2.5 Downtown Incentive Program Grant Applications

- Facade Grant in the amount of \$3,641.33 and an Interior Grant in the amount of \$7,500.00 for TurnKey Security Equipment for the property at 913 East Main Street

2.6 Downtown Incentive Program Grant Payment Requests

- Interior Grant in the amount of \$1,815.78 to Manchester Chiropractic for the property at 953 East Main Street

2.7 Ordinance 002-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, second consideration and adoption

2.8 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, third consideration and final adoption

2.9 R-037-2019 Resolution Waiving Right to Review Plat (Heugel-Pettlon)

2.10 Approve the request of the Manchester Area Chamber of Commerce to close South Franklin Street from Main Street to East Delaware Street from 6:00am - 4:00pm on June 1, 2019 for the Rhubarb on the River event

2.11 Approve the request of the Manchester Area Chamber of Commerce to close East Delaware Street from South Franklin Street to South Madison Street from 7:00am - 11:00pm on August 3, 2019 for the Bacon N Hops event

2.12 Approve the request of the Farmer's Market to utilize the City property along River Street behind Bushel & a Peck for their 2019 Farmers Markets (alternate location of 100 block of North Madison Street during flood events)

2.13 Keep Iowa Beautiful Month Proclamation April 2019

2.14 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the City Council. Motion by Struble, seconded by Stelken 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 | 19,382.15 |
| CITY OF MANCHESTER-FLEX | PAYROLL WITHHOLDINGS | 1,377.19 |
| COLLECTION SERVICE CENTER | PAYROLL WITHHOLDINGS | 570.37 |
| COMMUNITY SAVINGS BANK | REIMB STORM SEWER/ADA RAMPS | 19,473.04 |
| DEL CO SOLID WASTE COMMISSION | LANDFILL | 947.80 |
| DELAWARE INVESTMENTS | PAYROLL WITHHOLDINGS | 375.00 |
| EFTPS - FED,FICA,MEDICARE | FED/FICA TAX | 19,304.25 |
| ERIN LEARN PETTY CASH | REIMBURSE PETTTY CASH | 97.51 |
| GRUNDY NATIONAL BANK | PAYROLL WITHHOLDINGS | 425.00 |
| IOWA DEPT OF REVENUE | SALES TAX | 4,456.11 |
| IPERS | IPERS | 25,995.82 |
| KLUESNER SANITATION | GARBAGE/RECYCLING | 21,595.02 |
| LEARN, ERIN | MILEAGE REIMB | 28.48 |
| MOMENTUM | UNIFORM | 171.00 |
| PAYROLL CHECKS | PAYROLL | 56,932.82 |
| SHERE, ANGELA | REIMB SUPPLIES | 60.00 |
| TEAMSTERS LOCAL 238 | UNION DUES | 519.00 |
| TREASURER STATE OF IOWA | STATE TAX | 3,362.00 |
| US DEPT OF EDUCATION | PAYROLL WITHHOLDINGS | 225.22 |
| VANTAGE TRANSFER AGENTS | PAYROLL WITHHOLDINGS | 819.69 |
| WELLMARK | HEALTH INS | 2,423.66 |
| WINDSTREAM | PHONE/INTERNET | 1,779.20 |
| TOTAL ACCOUNTS PAYABLE | | 181,265.94 |
| | | |
| | FUND TOTALS | |
| | GENERAL | 106,351.36 |
| | ROAD USE TAX | 19,425.89 |
| | LIBRARY GIFT & TRUST | 60.00 |
| | CAPITAL PROJECTS | 19,473.04 |
| | WATER | 17,458.81 |
| | SEWER | 18,496.84 |
| | TOTAL | 181,265.94 |

Public Hearing on the sale of City property described as Lots 929 and 930, City of Manchester, Delaware County, Iowa (also known as 501 Grant Street)

Mayor Kramer opened the Public Hearing at 5:07pm.

Donna Boss, Delaware County Economic Development Director, commented that housing continues to be a need in Manchester, and that this would be a great location to add housing.

There being no written comments on file and no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:10pm.

City Attorney Jim Peters reviewed the terms and the process for the sale of the property.

Motion by Sherman, seconded by Bradley to adopt R-038-2019 Resolution Approving the Sale of Certain Real Estate. Motion carried, all ayes.

West Brook Multi-Family Development Project - Wes Schulte/ Urban Revitalization Plan Amendment

Wes Schulte addressed the Council regarding his proposed West Brook multi-family housing development project, noting it had been about a month since he'd met with the Council and wanted to answer any questions and discuss ways an incentive could be put together for the proposed development.

The Council discussed with Mr. Schulte the proposed project, the tax abatement options, extending the length of the tax abatement, the need for additional housing, a sunset for the incentive, the need to collect some taxes from the property, potential to spur development, incentives offered by neighboring communities, binding future Councils, the need to maintain infrastructure, and other incentives.

Motion by Poynor, seconded by Bradley to proceed with amending the Urban Revitalization Plan for Multi-Residential Improvements for new applicants for a term of five years as follows: for the 1st and 2nd years an exemption from taxation on 100% of the actual value added, for the 3rd and 4th years an exemption from taxation on 80% of the actual value added, for the 5th and 6th years an exemption from taxation on 60% of the actual value added, for the 7th and 8th years an exemption from taxation on 40% of the actual value added, and for the 9th and 10th years an exemption from taxation on 20% of the actual value added. On call of roll: Ayes: Poynor, Bradley, Struble. Nays: Stelken, Sherman. Motion carried.

Delaware County Economic Development (DCED) Update - Donna Boss

Donna Boss, DCED Director, provided the Council with handouts and reviewed the year-end report for Delaware County Economic Development.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on a property tax reform bill that is being discussed by the State and noted several concerns. City Manager Vick also discussed with the Council the city owned properties at 104 North Tama Street and 500 North Franklin Street.

Motion by Sherman, seconded by Bradley that the meeting adjourn at 6:09pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk