

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 22, 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 Stelken, seconded by Struble to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the April 8, 2019 City Council meeting

2.2 R-041-2019 Resolution Approving Bills

2.3 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales for The Gathering Place at 1711 North 2nd Street
- Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Casey's General Store #2624 at 1413 North Franklin Street

2.4 Downtown/Commercial Incentive Program Grant Payment Requests

- Interior Grant in the amount of \$1,311.47 to Todd Scherbring for the property at 118 North Franklin Street (April's Diner formerly Jude's Cafe)
- Interior Grant in the amount of \$963.36 to Manchester Chiropractic at 953 East Main Street

2.5 Ordinance 005-2019 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding Scheduled Fines for Traveling on Barricaded Street or Alley, second consideration & adoption

2.6 R-042-2019 Resolution Amending Salary Resolution

2.7 Approve payment of claims totaling \$43,782.50 to Fehr Graham for engineering services

2.8 R-043-2019 Resolution for Disposal of Abandoned Bicycles

2.9 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 | REFERENCE | AMOUNT |
|-------------------------------|-------------------------------|-----------|
| ACCESS SYSTEMS LEASING | COPIER MAINT | 383.59 |
| AFLAC | PAYROLL WITHHOLDINGS | 584.56 |
| ALLIANT ENERGY | ELECTRICITY | 17,726.53 |
| AMERICAN LEGION POST 45 | FLAGS | 288.00 |
| CHATEAU DIVING & FITNESS | POOL USAGE | 300.00 |
| CITY OF MANCHESTER-FLEX | PAYROLL WITHHOLDINGS | 1,377.19 |
| COLLECTION SERVICE CENTER | PAYROLL WITHHOLDINGS | 570.37 |
| CORKERY, KATHY | EXPENSE REIMB | 56.84 |
| CREDIT BUREAU SERVICES OF IA | COLLECTION SERVICES | 51.60 |
| CTK GROUP | CONTINUING EDUCATION | 790.00 |
| DEL CO RECREATION CENTER | DODGEBALL ROOM USE | 90.00 |
| DEL CO SOLID WASTE COMMISSION | LANDFILL | 949.80 |
| DELAWARE INVESTMENTS | PAYROLL WITHHOLDINGS | 375.00 |
| DEPOSIT REFUNDS ON 4/08/2019 | DEPOSIT REFUNDS | 150.00 |
| DUBUQUE FIRE EQUIPMENT | FIRE EXTINGUISHER MAINTENANCE | 31.27 |
| EFTPS - FED,FICA,MEDICARE | FED/FICA TAX | 19,925.36 |

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|-----------------------------------|-------------------------------|------------|
| FISCHER BROTHERS | AQUATIC CENTER UPDATES | 8,711.78 |
| GAYLORD BROTHERS | LIBRARY SIGN | 199.59 |
| GEORGEN AUTO | VEHICLE MAINT/REPAIR | 145.02 |
| GIENAPP CONSTRUCTION | DOOR REPAIR | 112.00 |
| GRUNDY NATIONAL BANK | PAYROLL WITHHOLDINGS | 425.00 |
| HAWKINS INC | CHEMICALS | 476.80 |
| HERITAGE PRINTING | OFFICE SUPPLIES | 42.50 |
| IA DEPT OF INSPECTIONS & APPEALS | FOOD SERVICE LICENSE: COMPLEX | 150.00 |
| IA LAW ENFORCEMENT ACADEMY | TELECOM SCHOOL | 700.00 |
| INGRAM LIBRARY SERVICES | LIBRARY MATERIALS | 99.75 |
| IOWA ONE CALL | LOCATES | 50.80 |
| IPERS | IPERS | 25,471.01 |
| KLUESNER SANITATION | GARBAGE/RECYCLING | 21,584.19 |
| LEARN, ERIN | MILEAGE REIMB: IMFOA | 209.85 |
| MID AMERICA ADMINISTRATIVE | HRA DEPOSIT: EARLY RETIREMENT | 2,797.26 |
| MIDWEST PATCH | STREET MAINT MATERIALS | 772.80 |
| NATIONAL MISSISSIPPI RIVER MUSEUM | LIB MEMBERSHIP | 125.00 |
| NORSOLV SYSTEMS ENVIRONMENTAL | CHEMICALS | 143.95 |
| PAYROLL CHECKS | PAYROLL | 61,393.44 |
| RADIO COMMUNICATIONS | REPAIR/MAINT | 2,000.00 |
| RUNDE AUTO GROUP | POLICE SQUAD CAR | 24,689.00 |
| SMOCK, JEFF | MILEAGE REIMB | 178.64 |
| STATE HYGIENIC LABORATORY | LAB TESTS | 175.50 |
| STOREY KENWORTHY | OFFICE SUPPLIES | 386.22 |
| TEAMSTERS LOCAL 238 | PAYROLL WITHHOLDINGS | 519.00 |
| TENNIS SERVICES OF IOWA | PICKLEBALL NETS | 426.00 |
| THREE RIVERS FS | FUEL/FERTILIZER | 5,070.32 |
| TREASURER STATE OF IOWA | STATE TAX | 3,318.00 |
| TRI-TECH FORENSICS | FORENSIC KITS | 70.93 |
| TRUMBLEE, DAVID | EXPENSE REIMB | 69.43 |
| US DEPT OF EDUCATION | PAYROLL WITHHOLDINGS | 225.22 |
| VANTAGE TRANSFER AGENTS | PAYROLL WITHHOLDINGS | 819.69 |
| WELLMARK | PAYROLL WITHHOLDINGS | 2,423.66 |
| TOTAL ACCOUNTS PAYABLE | | 207,632.46 |
| | FUND TOTALS | |
| | GENERAL | 156,806.43 |
| | ROAD USE TAX | 18,052.53 |
| | EMPLOYEE BENEFITS | 2,797.26 |
| | LIBRARY GIFT & TRUST | 324.59 |
| | POLICE CANINE | 69.43 |
| | WATER | 12,751.08 |
| | UTILITY DEPOSIT TRUST | 150.00 |
| | SEWER | 16,681.14 |
| | TOTAL | 207,632.46 |

Delaware County Jail Project - Jeff Madlom, Delaware County Supervisor

Delaware County Supervisor Jeff Madlom reviewed the proposed Delaware County Jail Project with the Council and answered questions regarding the proposed project.

500 North Franklin Street

Mayor Kramer informed the Council that Craig Hutton regarding the potential to acquire the house located at 500 North Franklin Street to use as a youth center.

City Manager Vick noted that Mr. Hutton is in the process of exploring the development of a non-profit organization to run and operate the center, and, as a part of this process, he has reviewed the property with an architect and a number of contractors to develop a cost estimate to bring the property up to code and into compliance. Mr. Hutton is requesting permission to conduct some additional exploratory work within the structure. This would include removing some flooring, exposing walls, and ceilings. In his request he is seeking the City to cover the cost of the dumpster and dumping fees.

The Council discussed the request and agreed that the City would cover the cost of the dumpster and dumping fees. The Council also asked the City Attorney to prepare information on what the City requires from Mr. Hutton in order to work in the building, including insurance and waivers.

Request for Work to be completed in City's Stormwater Detention Basin - Mike Beck

City Manager Vick informed the Council that Mike Beck has installed a tile line from the Fairview Subdivision storm water detention basin to the City's regional detention basin north and east of the West Delaware maintenance facility. Mr. Beck is requesting permission to re-grade and re-seed the northern edge of the basin to facilitate better drainage along this area. City Staff is reviewing the construction plans of the detention basin and will be able to provide proper elevations for the drainage area.

Motion by Poynor, seconded by Stelken to approve the request of Mike Beck to re-grade and re-seed the northern edge of the storm water detention basin east of the West Delaware maintenance facility. Motion carried, all ayes.

South Franklin Street Resurfacing

Motion by Sherman, seconded by Bradley to accept River City Paving's bid of \$49,288.00 to resurface South Franklin Street. Motion carried, all ayes.

Ordinance 006-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates

Motion by Sherman, seconded by Struble to proceed with the first consideration and adoption of Ordinance 006-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates. Motion carried, all ayes.

R-044-2019 Resolution Providing for Notice of Hearing on Proposed Amendment to the Revitalization Plan for the Manchester Urban Revitalization Area

Motion by Poynor, seconded by Stelken to adopt R-044-2019 Resolution Providing for Notice of Hearing on Proposed Amendment to the Revitalization Plan for the Manchester Urban Revitalization Area. Motion carried, all ayes.

Construction Project Updates

Brian McWilliams, Fehr Graham, updated the Council on construction projects.

Reports

City Manager Vick informed the Council that Burrington Group will be submitting an agreement for engineering for the 2020 East Main Street Project, the three art pieces will be installed soon at the

Riverfront Park, and that a section of walkway was lowered along the river front to allow water to pass through and drain during flood events.

Council Member Bradley complimented City Staff on the group swim lesson sign-up, noting that it ran very smoothly.

Council Member Stelken asked if the City was working with the County on the 2020 East Main Street Project so that the same contractor can be utilized. City Manager Vick responded that the City will be working with the County on the project.

Motion by Struble, seconded by Bradley that the meeting adjourn at 5:58pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk