

Minutes of the Regular Meeting of the City Council of the City of Manchester
Tuesday, May 28, 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. Absent: Ron Struble.

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

Consent Agenda

2.1 Approval of the minutes of the May 13, 2019 City Council meeting

2.2 R-054-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the April 2019 Revenue and Expense Reports

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Outdoor Service and Sunday Sales for Lightning Lanes at 1110 East Main Street

2.5 R-055-2019 Resolution Amending Salary Resolution

2.6 Commercial Incentive Program Grant Payment Request

- Interior Grant in the amount of \$2,222.23 to Manchester Chiropractic at 953 East Main Street

2.7 R-056-2019 Resolution Approving Contract for the South Madison Parking Lot Project

2.8 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, third consideration and final adoption

2.9 Approve Pay Estimate #10 in the amount of \$4,882.61 to Kirkham Michael for the Airport Environmental Assessment Project

2.10 Acknowledge receipt of unpaid nuisance mowing and snow removal bills and approve certification to the Delaware County Treasurer for collection on property taxes

2.11 Ordinance 008-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by amending provisions pertaining to Compost Area Maintenance Fees, second consideration and adoption

2.12 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	383.59
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	16,965.90
AMAZON CAPITAL SERVICES	SUPPLIES	284.59
AMERICAN TEST CENTER	FIRE TRUCK INSPECTION	575.00
BIG THREE DESIGN	PD WEBSITE DESIGN	25.00
BLACK HILLS ENERGY	HEATING FUEL	2,856.52
BUNTING, CLIFFORD D	MILEAGE REIMB	51.04
CARRICO AQUATIC RESOURCES	ROLLER ASSEMBLY	32.49
CHATEAU DIVING & FITNESS	POOL USAGE	210.00

CHEMSEARCH	CHEMICALS	750.00
CITY LAUNDERING	MAINTENANCE/SUPPLIES	39.18
CITY OF MANCHESTER	PAYROLL WITHHOLDINGS	1,377.19
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
CORNERSTONE CONCRETE CONSTR	CURB & GUTTER FRANKLIN ST	8,261.20
DEL CO ABSTRACT	ABSTRACT FEES	715.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMMER ARCHITECTURE	ENGINEERING FEES	4,600.00
DIGITAL ALLEY	VIDEO SUPPLIES	3,055.00
DON & DIANNE KRAMER	LIBRARY PROGRAM	180.00
DON & WALT	REPAIR/MAINTENANCE	60.00
DORSEY & WHITNEY	LEGAL SERVICES	7,500.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	60.54
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	18,640.35
ERIN LEARN PETTY CASH	AQUATIC CENTER START-UP	300.00
F.L. KRAPFL	PAY #6: RIVERFRONT PARK	77,485.00
FAREWAY STORES	SUPPLIES	243.57
FEHR GRAHAM	ENGINEERING FEES	35,320.00
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	150.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	425.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	4,570.00
HAWKINS	CHEMICALS	402.25
HERITAGE PRINTING	HERO HUSTLE SUPPLIES	302.04
HITECH COMMUNICATIONS	ALARM MONITORING	1,440.00
HOGAN, BARB	REIMB TRAVEL EXPENSES	21.75
IA CITY/COUNTY MGMT ASSOC	IACMA CONFERENCE	155.00
IA DEPT OF INSPECTIONS & APPEALS	FOOD SERVICE LICENSE: POOL	150.00
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
IOWA DEPT OF REVENUE	SALES TAX	4,453.69
IOWA ONE CALL	LOCATES	87.30
IPERS	IPERS	24,554.37
KELLY, JESSICA	REIMB TRAVEL EXPENSES	275.27
KIRKHAM MICHAEL	PAY #9: AIRPORT ENVIR ASMT	4,882.62
KLUESNER SANITATION	GARBAGE/RECYCLING	369.50
KRAMER, MILT L	MILEAGE REIMB	77.53
LEARN, ERIN	MILEAGE REIMB	49.71
LOECKE BUILDING SERVICE	POOL DOOR	2,488.00
MEARDON, SUEPPEL, DOWNER	LEGAL FEES	135.70
MID IOWA PETROLEUM EQUIP	THERMAL PAPER	26.40
MIDWEST PATCH	STREET MAINT MATERIALS	1,504.20
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	385.72
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	3,595.00
OFFICE OF AUDITOR OF STATE	AUDIT FILING FEE	425.00
PAYROLL CHECKS	PAYROLL	54,721.65
PEPSI COLA BOTTLING	CONCESSIONS	769.59
PITNEY BOWES	CITY POSTAGE	32.73
PREMIER PARTS	PARTS/SUPPLIES	146.66
PRONTO MART	FUEL	8.16
RIVER CITY STONE	ROCK/STONE	134.55
SHRED-IT US JV	SHREDDING	39.83
SMOCK, JEFF	MILEAGE REIMB	178.64

STATE HYGIENIC LABORATORY	LAB TESTS	195.00
STOREY KENWORTHY	OFFICE SUPPLIES	870.75
SUE'S FLOWER & GARDEN CTR	LANDSCAPE PLANTS/MATERIALS	87.92
SUPREME GREEN	GROUNDS MAINTENANCE	40.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	519.00
TREASURER STATE OF IOWA	STATE TAX	3,286.00
TRUMBLEE, DAVID	REIMBURSEMENT	39.92
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	225.78
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
VERIZON WIRELESS	MOBILE DATA	280.27
VERLE'S HUNTING & FISHING	FIREARM	985.00
VICK, TIMOTHY J	MILEAGE REIMB	83.52
WELLMARK	HEALTH INS	2,423.66
WESLEY D SCHULTE	ECONOMIC DEVELOPMENT LOAN	50,000.00
WIDNER DRUG & GIFT	SUPPLIES	974.68
WINDSTREAM	PHONE/INTERNET	812.70
TOTAL ACCOUNTS PAYABLE		350,132.84
	FUND TOTALS	
	GENERAL	104,878.56
	ROAD USE TAX	15,828.90
	POLICE SPECIAL USES	3,055.00
	EC DEVELOPMENT REVOLVING LOAN	50,000.00
	ACQUISITION/DEMOLITION	715.00
	PARK GIFT & TRUST	279.54
	POLICE CANINE	39.92
	CAPITAL PROJECTS	5,120.00
	WHITEWATER PARK PROJECT	80,460.00
	BIKEWAY/WALKWAY PROJECTS	2,615.28
	STREET PROJECTS	36,720.92
	WATER	20,219.28
	WATER CAPITAL PROJECT	750.00
	WATER DEBT SERVICE	7,500.00
	SEWER	21,950.44
	TOTAL	350,132.84

Public Hearing on Proposed Amendment to the Manchester Urban Revitalization Area

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

City Manager Vick reviewed with the Council the modifications proposed, noting that the amendment modifies the existing abatement schedule for Multi-residential Improvements within the plan area for a period of five years by providing 100% tax abatement for years 1-5 and 70% tax abatement for years 6-10 on actual value added.

Council Member Stelken asked if there was a minimum improvement amount included. City Manager Vick responded that no minimum improvement amount was included and the incentive was available to anyone who constructed a three-plex or greater.

Lucas Leonard, 401 North Madison Street, asked if the Council had asked the Police Department if there is a correlation between increased number of units and an increase in crime.

There being no written comments on file and no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:12pm.

Motion by Sherman, seconded by Stelken to adopt R-057-2019 Resolution Adopting the 2019 Amendment to the Manchester Urban Revitalization Area. Motion carried, all ayes.

Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2019

Mayor Kramer opened the Public Hearing at 5:13pm.

City Clerk Erin Learn reviewed the proposed amendment with the Council, noting the changes are related primarily to the timing of capital projects, the receipt of grant funds and subsequent expenditures, and snow removal expenses.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:18pm.

Motion by Poynor, seconded by Bradley to adopt R-058-2019 Resolution Amending the Current Budget for the Fiscal Year ending June 30, 2019. Motion carried, all ayes.

Nice Neighbor Award

Mayor Kramer presented a "Nice Neighbor Award" to Ron Weaver who was nominated by Jo Schreck.

Ordinance 007-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa

Council Member Bradley commented that she had received a couple of questions, and asked developer Frank Sailer how he plans to accommodate the additional parking for the unit he is adding to the property. Frank Sailer noted that he has off-street parking for a total of 8 cars in the rear of the property, and noted that none of his tenants park in the street.

The Council discussed the parking concerns, increase in traffic, letter of opposition received, and the rental housing code that had recently been adopted with those present.

Motion by Sherman, seconded by Stelken to proceed with the second consideration and adoption of Ordinance 007-2019 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Tractor bids

Mayor Kramer informed the Council that three quotes had been received to replace the City's tractor, with the lowest quote received from Scherrman's Implement in the amount of \$62,000.00 for a Case IH Farmall 120U.

The Council reviewed the quotes. Following discussion, motion by Stelken, seconded by Bradley to accept the bid of Scherrman's Implement in the amount of \$62,000.00 for a Case IH Farmall 120U tractor. Motion carried, all ayes.

132 West Howard Street

Motion by Poynor, seconded by Stelken to proceed with Invitation to Developers for 132 West Howard Street as presented. Motion carried, all ayes.

R-059-2019 Resolution Amending Employee Handbook

Motion by Sherman, seconded by Bradley to adopt R-059-2019 Resolution Amending Employee Handbook. Motion carried, all ayes.

R-060-2019 Resolution Approving Lease Agreement Extension with Dupaco Community Credit Union

City Manager Vick reviewed the history of the Manchester Center with the Council, noting that the partnership with Northeast Iowa Community College (NICC) and Upper Iowa University (UIU) began six years ago to provide educational opportunities in the community. As part of the partnership, the City agreed to pay the facility rent until the Manchester Center was established. The proposed lease agreement extends the facility lease for three years with rent of \$2,000.00 per month. NICC is now going to pay half the cost of the rent.

Motion by Poynor, seconded by Stelken to adopt R-060-2019 Resolution Approving Lease Agreement Extension with Dupaco Community Credit Union. Motion carried, all ayes.

R-061-2019 Resolution Approving Memorandum of Understanding between the City of Manchester, Iowa and Northeast Iowa Community College

Motion by Sherman, seconded by Bradley to adopt R-061-2019 Resolution Approving Memorandum of Understanding between the City of Manchester, Iowa and Northeast Iowa Community College. Motion carried, all ayes.

Airport Runway Crack Sealing Project

City Manager Vick informed the Council that the runway and taxiway area at the airport experienced a considerable amount of cracking and deterioration during this past winter. City Staff contacted the Federal Aviation Administration (FAA) regarding the ability to expedite a runway slurry, crack sealing and remarking project for this summer, and were informed that the City does have entitlement funds for the airport that could be used for this project. The funding would be a 90/10 cost share and would include engineering expenses. The FAA has determined that the project could move forward, however there a number of steps that need to be completed by June 30th. In order to proceed, the City needs to procure engineering services. Proposals were requested from three engineering firms, and City Staff recommend proceeding with Kirkham Michael due to their familiarity with the Manchester airport and their ability to complete the project in the timeframe required.

Motion by Poynor, seconded by Sherman to proceed with Kirkham Michael for the engineering for the airport runway crack sealing project. Motion carried, all ayes.

Construction Project Updates

Jason Wenger, Burrington Group, and Brian McWilliams, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick updated the Council on the flash flooding on Friday and discussed holding a grand opening for the Riverfront Park.

Council Member Sherman commented that Good to Great would be hosting a luncheon fundraiser at the Fareway parking lot on Friday.

Council Member Bradley thanked the City crews for their work during the flash flooding on Friday, and noted that the railroad had left railroad ties blocking culverts on Keenan Court.

Council Member Stelken informed the Council that the Delaware County Solid Waste Commission would meeting in Manchester on May 30, 2019.

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

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk