

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, June 10, 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 Bradley to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the May 28, 2019 City Council meeting and the June 5, 2019 Committee of the Whole meeting

2.2 R-062-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the May 6, 2019 Parks & Recreation Commission meeting
- the minutes of the June 3, 2019 Parks & Recreation Commission meeting
- May 2019 Wastewater Reports
- the minutes of the May 9, 2019 Library Board meeting
- May 2019 Library Statistical Report

2.4 Liquor License Applications

- New Application for On Premise Class C Liquor License with Outdoor Service and Sunday Sales for Riverbend Pub LLC at 121 South Franklin Street

2.5 Approval of Renewal Applications for Iowa Retail Cigarette Permits

- Casey's #2185 (West Main)
- Casey's #2624 (North Franklin)
- Cork N' Bottle; Dollar General
- E-Z Pickins dba Quik 'N Handi
- Fareway Stores #594
- Fraternal Order of Eagles Club
- Kwik Star #790
- Pronto Mart
- Wal-Mart #1506

2.6 Approval of Committee Appointments

- Roger Lake to the Board of Adjustment (term expires 6/30/2024)
- Annette Lenz to the Parks & Recreation Commission (term expires 6/30/2022)
- Cliff Bunting to the Eastern Iowa Regional Housing Authority (term expires 6/30/2021)
- Sarah Maurer to the Eastern Iowa Regional Housing Authority (term expires 6/30/2021)

2.7 R-063-2019 Resolution Amending Salary Resolution

2.8 Downtown Incentive Grant Payment Requests

- Interior Grant in the amount of \$7,500.00 to Olive That Deli for the property at 123 East Main Street
- Facade Grant (North) in the amount of \$2,501.65 to Olive That Deli for the property at 123 East Main Street
- Facade Grant (East) in the amount of \$2,476.81 to Olive That Deli for the property at 123 East Main Street
- Design Assistance Grant in the amount of \$1,425.00 to Olive That Deli for the property at 123 East Main Street;

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, third consideration and final adoption

2.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	129.90
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	2,034.35
AMAZON	LIBRARY SUPPLIES	606.83
AMAZON CAPITAL SERVICES	SUPPLIES	503.64
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	613.47
BARD MATERIALS	STREET REPAIRS	369.69
BECKER ELECTRIC	REPAIR/MAINT	908.91
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,430.35
CENGAGE LEARNING	LIBRARY MATERIALS	60.78
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	331.69
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
CORKERY, MIKE	REIMB FIRE BOAT LICENSE	45.90
DELHI LUMBER	BUILDING SUPPLIES	225.30
DEMCO	LIBRARY MATERIALS	17.04
DEPOSIT REFUNDS ON 5/31/2019	UTILITY DEPOSIT REFUNDS	316.48
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	3,172.95
DON & WALT	REPAIR/MAINTENANCE	301.62
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINT	112.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,604.37
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	625.10
FASTENAL COMPANY	PARTS/SUPPLIES	60.06
FOLEY, DOUG	REIMBURSEMENT	59.74
FOX APPARATUS	FD SUPPLIES/MAINTENANCE	691.95
FRANZEN, DEAN	LIBRARY PROGRAM	300.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	60.77
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	425.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HEACOCK, LEAH	TRAVEL/TRAINING REIMB	267.96
HITECH COMMUNICATIONS	EQUIP MAINT	730.00
HYDRITE CHEMICAL	CHEMICALS	622.28
IA CITY/COUNTY MGMT ASSOC	ANNUAL MEMBERSHIP	150.00
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	4,266.00
IA DEPT OF TRANSPORTATION	REFLECTIVE BEADS	691.60
IA GOLD DISTRIBUTING	FILTER RECYCLING	55.00
IPERS	IPERS	12,480.47
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	505.72
KELLY, JESSICA	TRAVEL/TRAINING REIMB	315.84
KLEES, KEN	TRAVEL/TRAINING REIMB	52.58
KMCH	RADIO ANNOUNCEMENTS	685.00
LAWSON PRODUCTS	TOOLS & MATERIALS	69.36
LYNCH DALLAS	LEGAL FEES	116.00
MANCHESTER SIGNS	SIGN	15.00

MCCRABB, RICHARD	MOWING SERVICES	180.00
MEDIACOM	PHONE/INTERNET	403.11
MIDLAND OVERHEAD DOORS	MAINTENANCE/REPAIR	72.00
MIDWEST TAPE	LIBRARY MATERIALS	450.90
MODERN MARKETING	NARCOTIC TESTING SUPPLIES	106.78
MOMENTUM	SCREEN PRINTING	143.88
MYERS-COX	CONCESSIONS	3,970.62
NORTHERN LIGHTS DISTRIBUTING	CONCESSIONS	3,360.96
OELWEIN PUBLISHING	PUBLICATION	225.00
PALMER HARDWARE	PARTS/SUPPLIES	4,348.77
PAYROLL CHECKS	PAYROLL	61,645.70
PEPSI COLA BOTTLING	CONCESSIONS	3,704.05
PETERS & LONGMUIR	LEGAL FEES	945.67
PITNEY BOWES	LEASE PAYMENT	354.51
PIZZA RANCH	CONCESSIONS	269.75
POSTMASTER	POSTAGE	546.76
PRAIRIE VALLEY TECHNOLOGIES	PHONE MAINTENANCE/REPAIR	300.00
PREMIER PARTS	PARTS/SUPPLIES	290.23
RELIANCE STANDARD LIFE INS	INSURANCE	423.15
RIVER CITY STONE	ROCK/STONE	382.01
SCHOLASTIC	AUDIO/VIDEO/PRINT MATERIALS	480.91
SCHWAN'S HOME SERVICE	CONCESSIONS	202.82
SHERE, ANGELA	PROGRAM SUPPLIES	24.00
SMOCK, JEFF	MILEAGE REIMB	178.64
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	112.31
STOREY KENWORTHY	OFFICE SUPPLIES	540.11
SUPREME GREEN	MOWING CONTRACT	4,406.69
THREE RIVERS FS	FUEL/FERTILIZER	4,019.34
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	60.76
TREASURER STATE OF IOWA	STATE TAX	3,574.00
TRIPLE E TECHNOLOGIES	AIRPORT CC SOFTWARE MAINT	1,435.00
TRUMBLEE, DAVID	REIMBURSEMENT	77.99
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	225.22
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
VISION SERVICE PLAN	INSURANCE	616.40
WALMART	SUPPLIES	269.17
WELLMARK	INSURANCE	25,163.95
WINDSTREAM	PHONE/INTERNET	1,120.63
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	205.14
ZIESER, JACI	REFUND	70.00
TOTAL ACCOUNTS PAYABLE		183,267.47
	FUND TOTALS	
	GENERAL	109,637.16
	HOTEL MOTEL TAX	225.00
	ROAD USE TAX	22,053.03
	EMPLOYEE BENEFIT	23,365.23
	LIBRARY GIFT & TRUST	1,129.19
	POLICE CANINE	119.72
	WHITEWATER PARK PROJECT	182.08
	WATER	13,246.94
	UTILITY DEPOSIT TRUST	316.48
	SEWER	12,992.64
	TOTAL	183,267.47

Public Hearing on 25 Year Lease Agreement with Riverside Property Group, LLC

Mayor Kramer opened the Public Hearing at 5:05pm.

Mayor Kramer informed the Council that the proposed lease is for the vacated alley adjacent to 121 South Franklin Street.

Council Member Bradley asked that the insurance amounts be \$300,000 liability insurance for each occurrence and \$600,000 liability insurance annual aggregate.

Mike Corcoran, one of the owners of Riverside Property Group, updated the Council on the renovation of 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 5:08pm.

Motion by Struble, seconded by Stelken R-065-2019 Resolution Approving Lease Agreement with Riverside Property Group, LLC. Motion carried, all ayes.

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

Mayor Kramer informed the Council that this was the third consideration of the rezoning ordinance and reviewed the history with the Council.

The Council reviewed a petition received from ten property owners in the area.

Council Member Sherman commented that he feels the rental code recently adopted will add another layer of protection for adjacent property owners, and that the change from two to three units is not a major change especially with the off street parking that is available at the property.

Lucas Leonard, 401 North Madison Street, stated that he had spoken with his neighbors and one concern was that R-4 zoning doesn't limit the number of units on a lot. City Manager Vick noted that R-4 does require there be 2,000 square feet per unit.

Frank Sailer, owner of 115 East Union Street, commented that he is trying to provide additional housing which is a need in the community and that what he is proposing to add is a two bedroom ground floor unit and garage.

The Council discussed the zoning requirements, conditional zoning, and the property owner concerns.

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

R-066-2019 Resolution Authorizing and Approving a Loan Agreement and Providing for the Issuance of a \$120,000 General Obligation Vehicle Acquisition Bond

Larry Burger, Speer Financial, reviewed the four proposals received from the local banks, noting that the low proposal was received from Farmers & Merchants Savings Bank with a true interest rate of 2.5010%. Speer Financial recommends the City Council award the General Obligation Vehicle Acquisition Loan to Farmers & Merchants Savings Bank.

Motion by Poynor, seconded by Bradley to adopt R-066-2019 Resolution Authorizing and Approving a Loan Agreement and Providing for the Issuance of a \$120,000 General Obligation Vehicle Acquisition Bond. Motion carried, all ayes.

R-064-2019 Resolution Approving Contract for the Airport Slurry Seal Project with Kirkham Michael
Motion by Struble, seconded by Stelken to adopt R-064-2019 Resolution Approving Contract for the Airport Slurry Seal Project with Kirkham Michael. Motion carried, all ayes.

Computer Replacement

City Manager Vick informed the Council that the City has a five year replacement schedule for the desktop computers and server at City Hall. Additionally, Microsoft has announced they will stop providing support for the Windows 7 Operating System. City Staff obtained quotes from Scantron and Access systems to replace the desktop computers and server, with Scantron providing the lowest quote of \$15,002.00. The computer replacement was included in the budget.

Motion by Stelken, seconded by Bradley to approve the quote from Scantron in the amount of \$15,002.00 for the replacement of six desktop computers and one server. Motion carried, all ayes.

Construction Project Updates

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

Public Comments

Darcy & Mark Reetz, 115 West Main Street, addressed the Council regarding parking concerns at their business. The Council discussed the issue with the Reetz's and directed City Manager Tim Vick, Police Chief Jim Hauschild, and Street Superintendent Jason Haight to look into the concerns and recommend possible solutions.

Reports

City Manager Vick updated the Council on the properties at 132 West Howard Street, 104 North Tama, and 424 South Brewer Street.

Council Member Sherman asked about the plans for the pedestrian crossing on North Franklin Street by Stearns Drive. City Manager Vick updated the Council on the crossing, noting it would be at North Franklin Street and Union Street, and discussed signage for the crossing with the Council.

Motion by Bradley, seconded by Sherman that the meeting adjourn at 5:57pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk