

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

Mayor Kramer presented Service Awards to Jason White for 5 years of service to the Manchester Police Department and to Julie Schmitz for 20 years of service to the City of Manchester.

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 July 8, 2019 City Council meeting and July 17, 2019 Committee of the Whole meeting

2.2 R-077-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- June 2019 Wastewater Reports
- minutes of the July 1, 2019 Parks & Recreation Commission meeting
- June 2019 Library Statistical Report
- minutes of the June 13, 2019 Library Board meeting
- Library Annual Report for FY2019
- minutes of the July 11, 2019 Library Board meeting
- minutes of the July 17, 2019 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Pronto Mart at 316 East Main Street
- New 5 Day Application for On Premise Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the Bacon N Hops event on August 3, 2019

2.5 R-078-2019 Resolution Amending Salary Resolution

2.6 R-079-2019 Resolution Waiving Right to Review Plat (Oberreuter Subdivision)

2.7 R-080-2019 Resolution Supporting the City's Application for an Iowa Department of Transportation Traffic Safety Improvement Program Grant

2.8 R-081-2019 Resolution Approving and Adopting a Public Input Policy for City Council Meetings

2.9 Ordinance 009-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Building Codes, first consideration and adoption

2.10 R-082-2019 Resolution Amending Employee Handbook

2.11 Downtown Incentive Program Grant Payment Requests

- Interior Grant in the amount of \$6,443.76 to Roger Lake for the property at 105 North Franklin Street

2.12 R-083-2019 Resolution Setting the Date for a Public Hearing and Additional Action on Proposal to enter into a General Obligation Public Works Facility Loan Agreement

2.13 Approve payment of \$26,750.72 to Kirkham Michael for engineering services for the Airport Crack Repair/Seal Coat Project

2.14 Approve payment of claims totaling \$32,763.75 to Fehr Graham for engineering services

2.15 R-084-2019 Resolution Authorizing Execution of Grant Offer for Airport Improvement Program Project No. 3-19-0137-002-2019 for the Airport Crack Repair/Seal Coat Project

2.16 Motion to set August 12, 2019 at 5:00pm as the date & time for a Public Hearing on the Proposed Contract Documents & Estimated Costs for the Airport Crack Repair/Seal Coat Project

2.17 Motion to approve holding the CMJ Motorcycle Trials at the Whitewater Park on August 3, 2019

2.18 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	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	74.95
ACCESS SYSTEMS LEASING	COPIER MAINT	383.59
ADVANCED ENVIRONMENTAL	ASBESTOS INSPECTION	1,155.00
AFLAC	PAYROLL WITHHOLDINGS	560.74
ALL INCLUSIVE REC	LITTER RECEPTABLES & LIDS	1,597.50
ALLIANT ENERGY	ELECTRICITY	17,757.48
AMAZON	LIB SUPPLIES	1,551.13
AMAZON CAPITAL SERVICES	SUPPLIES	36.23
AMERICAN BANKERS INS CO	FLOOD INSURANCE PREMIUM	4,619.00
AMERICAN LEGION POST 45	FLAGS	109.00
ASCAP	ANNUAL MUSIC LICENSE	357.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	752.80
BARRON MOTOR	PARTS/SUPPLIES	62.20
BECKER ELECTRIC	REPAIR/MAINT	305.68
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	495.98
BURRINGTON GROUP	ENGINEERING SERVICES	764.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,200.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
CLAIMS MANAGEMENT RESOURCES	REPAIR WINDSTREAM PEDESTAL	1,512.98
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
D & S PORTABLES	JET DRAIN	300.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	958.50
DEL CO TOURISM	ANNUAL CONTRIBUTION	15,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	86.42
DEPOSIT REFUNDS ON 7/08/2019	UTILITY DEPOSIT REFUNDS	459.02
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	2,214.00
DOLAN INS AGENCY	INSURANCE	4,400.00
DON & WALT	REPAIR/MAINTENANCE	337.50
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	30,255.86
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	382.57
FASTENAL COMPANY	PARTS/SUPPLIES	337.91
GAZETTE COMMUNICATIONS	LIB SUBSCRIPTION	330.79
GEORGEN AUTO	VEHICLE MAINT/REPAIR	948.29
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00

HAWKINS	CHEMICALS	614.25
HERITAGE PRINTING	NEWSLETTER	1,600.80
IMWCA	WORK COMP PREMIUM	40,239.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	83.83
IOWA BARNS	LIBRARY MATERIALS	29.95
J & R SUPPLY	GAS DETECTOR	1,857.92
HENDERSON, JILL	REFUND SWIM LESSONS	60.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	463.36
KLUESNER SANITATION	GARBAGE/RECYCLING	21,746.64
KRAMER, MILT L	MILEAGE REIMB	143.48
KWIK TRIP	FUEL	83.52
LAHR REPAIR	HEAVY EQUIP MAINT/REPAIR	95.45
LAKE DESIGN & DECOR	DOWNTOWN INCENTIVE GRANT	1,451.53
LANDSCAPES BY CHILDSPLAY	ANNUALS	15.54
LIBRARY IDEAS	DIGITAL MATERIALS	605.31
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MANCHESTER SIGNS	SIGNS	164.00
MCCLURE ENGINEERING CO	CREATIVE PLACEMAKING	17,567.00
MID-IOWA SOLID WASTE EQUIP	VAC-CON PARTS	504.96
MIDWEST PATCH	STREET MAINT MATERIALS	772.80
MIDWEST TAPE	LIBRARY MATERIALS	562.94
MOMENTUM	SCREEN PRINTING	290.16
NORSOLV SYSTEMS ENVIRONMENTAL	CHEMICALS	143.95
NORTHERN LIGHTS DISTRIBUTING	CONCESSIONS	1,008.27
OASIS PUMP SERVICE	PLUG WELL	2,000.00
PALMER HARDWARE	PARTS/SUPPLIES	523.02
PAYROLL CHECKS	PAYROLL	96,148.09
PETERS & LONGMUIR PLC	LEGAL FEES	998.32
PIZZA RANCH	CONCESSIONS	397.50
PLAYPOWER LT FARMINGTON	REC SUPPLIES	748.70
PREMIER PARTS	PARTS/SUPPLIES	126.76
PRONTO MART	FUEL	3.36
RED MUNICIPAL & INDUSTRIAL EQUIP	MOWER SUPPLIES	36.96
RIVER CITY PAVING	SOUTH FRANKLIN STREET	49,288.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	170.29
SCHWAN'S HOME SERVICE	CONCESSIONS	1,054.49
SENSUS METERING SYSTEMS	SOFTWARE	1,715.95
SMOCK, JEFF	MILEAGE REIMB	178.64
STATE HYGIENIC LABORATORY	LAB TESTS	208.00
STOREY KENWORTHY	OFFICE SUPPLIES	530.54
SUE'S FLOWER & GARDEN CTR	LANDSCAPE PLANTS/MATERIALS	105.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	100.00
SUPREME GREEN	LIB MOWING	380.00
THE FISH SHACK	LIB: AQUARIUM MAINT	75.00
THREE RIVERS FS	FUEL/FERTILIZER	3,986.47

TREASURER STATE OF IOWA	STATE TAX	4,587.00
TRI-TECH FORENSICS	FORENSIC KITS	63.50
TURNKEY SECURITY EQUIPMEN	COMMERCIAL INCENTIVE GRANT	7,500.00
UPS	SHIPPING	9.87
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	252.47
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	625.35
VICK, TIMOTHY J	MILEAGE REIMB	89.32
WAVERLY NEWSPAPERS	PUBLICATIONS	150.00
WELLMARK	HEALTH INS	2,386.52
X-L SPECIALIZED TRAILERS	FRANCHISE FEE REBATE	4,886.72
TOTAL ACCOUNTS PAYABLE		363,424.18
	FUND TOTALS	
	GENERAL	161,689.07
	FRANCHISE FEES	22,453.72
	HOTEL MOTEL TAX	15,591.16
	ROAD USE TAX	20,746.15
	EMPLOYEE BENEFIT	34,938.39
	ACQUISITION/DEMOLITION	1,155.00
	PARK GIFT & TRUST	160.00
	LIBRARY GIFT & TRUST	1,232.88
	DOWNTOWN INCENTIVE	8,951.53
	WHITEWATER PARK PROJECT	2,000.00
	STREET PROJECTS	50,052.00
	WATER	18,493.39
	SEWER	25,960.89
	TOTAL	363,424.18

Public Hearing on the proposed sale of Lot 2, Block 4 of Toogood & Bethel's Subdivision of the North Part of Lot I of Iowa Land Company's Subdivision of part of Manchester, Delaware County, Iowa, according to plat recorded in Book 1 Plats, Page 9 (132 West Howard Street)

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

Mayor Kramer informed the Council that two proposals were submitted for the property with the highest proposal of \$2,500.00 received from Scott and Sarah Hermanson. The Hermanson's intend to remove the existing structure and replace with a single family home.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:13pm.

Motion by Stelken, seconded by Struble to adopt R-085-2019 Resolution Approving the Sale of Certain Real Estate. On call of roll: Ayes: Stelken, Struble, Bradley, Poynor. Nays: None. Abstentions: Sherman (Council Member Sherman abstained as he is related to Scott and Sarah Hermanson). Motion carried.

Public Hearing on the proposed vacation of street right of way described as: South 2nd Street lying

between the South boundary of Denton Street and extending to the North boundary of Kane Street, Manchester, Delaware County, Iowa

Mayor Kramer opened the Public Hearing at 5:15pm.

The Council reviewed the location and discussed the vacation.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:17pm.

Motion by Poynor, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 010-2019 An Ordinance Vacating the Street Right of Way described as South 2nd Street lying between the South Boundary of Denton Street and extending to the North boundary of Kane Street, Manchester, Delaware County, Iowa. Motion carried, all ayes.

Public Hearing on the request of the Good Neighbor Society to amend the Planned Unit Development for the Good Neighbor campus

Mayor Kramer informed the Council that the Planning & Zoning Commission had met last week on this request and recommend approval of the amendment.

Jason Wenger, Burrington Group, reviewed the proposed changes to the planned unit development, noticing the amendment relates to the addition and construction of a storage shed on the southwest side of the property and a wellness center addition on the northeast side of the campus.

Mayor Kramer opened the Public Hearing at 5:22pm.

The Council discussed with those present the parking for the facility, the number of people employed, the development of the campus, and how they are meeting a need for the community.

Verla Tegeler, 160 Delhi Road, asked how Meadows residents would get their cars. Matt Carpenter, Good Neighbor Society, responded that they would have a valet service and one of the team members would get the cars for the residents.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:25pm.

Motion by Sherman, seconded by Bradley to adopt R-086-2019 Resolution Approving Planned Unit Development Amendment. Motion carried, all ayes.

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

Mayor Kramer opened the Public Hearing at 5:26pm.

City Manager Vick informed the Council that tax increment finance (TIF) laws require that anytime a City plans to utilize TIF funds or have the potential to use TIF funds for a project, a Public Hearing must be held and the urban renewal plan amended.

Council Member Sherman asked if the action tonight was final action on the funding for the project. City Manager Vick responded that this was not the final action, that this just allows the City the option utilize TIF funds.

Jeff Ogden, 1332 North Franklin Street, asked the Council to explain how the proposed City Shop will enhance the area and provide any benefit to the area. City Manager Vick responded that it shows the City is investing in that area, which has seen a decline in recent years and it will bring additional traffic to the area. City Manager Vick also noted that this location provides better access during emergency events.

Jeff Ogden stated the City should donate the land to the Good Neighbor Society for additional condominiums. Mr. Ogden also expressed concern about the travel that would be required between the old shop and the new shop, and stated the old shop could be renovated for less cost.

Verla Tegeler, 160 Delhi Road, asked how the City plans to pay for the project and questioned if it would bring additional traffic to that area. City Manager Vick responded that the City is working with our financial advisor on financing the project, and that Debt Service, Road Use Tax, and TIF funds are options being investigated.

The City Clerk provided the Council and those present with copies of a letter received from Curt Meiner, 702 East Howard Street, regarding the project.

The Council discussed the location of the proposed City Shop, the funding options, and the process for determining financing.

Jeff Ogden expressed concern about the utilization of TIF financing, the amount of City debt, and the need for residents to vote on the proposed City Shop.

Dave Tegeler, 160 Delhi Road, commented that he realizes the City needs a new shop but feels \$2,600,000 is a lot to spend on a facility.

There being no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:40pm.

Motion by Stelken, seconded by Struble to adopt R-087-2019 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Laserfiche Presentation - Lane LeBahn, Advanced Systems

The Council heard a presentation from Lane LeBahn, Advanced Systems, regarding Laserfiche, which is a document management software.

2020 Street Improvement Project: Water Service Lines, Franklin/Madison Traffic Signal

Ryan Wicks, Fehr Graham, discussed with the Council special assessments for the 2020 Street Project and the traffic signal at Madison and Main Street. Wicks noted that there is only minor curb and gutter replacement and only a few water service lines being replaced as part of the project. The Council agreed that due to the small number of assessments and the cost of preparing assessments, they did not make sense for this project.

Wicks also discussed with the Council the traffic signals at the intersection of Main and Madison Streets, noting that the intersection does not meet any traffic signal warrants. The Council discussed the intersection and agreed that, because of the pedestrian traffic, it was important to keep the traffic signal there.

West Main Street Alley

Mayor Kramer informed the Council that Paul Roussell, Bob Stephen Motors, has requested an update on the timeframe when the alley will be reopened along West Main Street.

The Council discussed the alley and requested that the City Manager contact Joe Hildebrand and have him come to a future City Council meeting.

Shelly Park ADA/Retaining Wall Improvements

City Manager Vick informed the Council that with the closure of the alley along the north side of Shelly Park and the condition of the retaining walls along the flowerbeds in the park, City Staff requested a proposal from Martin Gardner Architecture for the development of park plan. Martin Gardner Architecture has provided a proposal with a fixed fee of \$9,500 to draft the plan. There will also be a fee of \$1,200 for a site survey as part of the plan.

Following discussion, motion by Stelken, seconded by Bradley to approve proceeding with the proposal from Martin Gardner Architecture in the amount of \$9,500 for the development of a park plan and with Fehr Graham for a site survey in the amount of \$1,200. Motion carried, all ayes.

Skid Loader Purchase

Motion by Struble, seconded by Poynor to approve the quotes from Del-Clay Farm Equipment for a S740 T4 Bobcat Skid-Steer Loader in the amount of \$51,156.35 and Pallet Fork and Brush Grapple attachments in the amount of \$4,220.00. Motion carried, all ayes.

Construction Project Updates

None.

Reports

Council Member Poynor informed the Council the grand opening for the Riverfront Park is Sunday, July 28 from 11:00am-2:00pm.

Motion by Struble, seconded by Stelken that the meeting adjourn at 6:33pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk