

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, August 12, 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.

Public Input

Jeff Ogden, 1332 North Franklin Street, expressed his concern about the public input policy.

Consent Agenda

- 3.1 Approval of the minutes of the July 22, 2019 City Council meeting
- 3.2 R-088-2019 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes
 - the July 2019 Statistical Report for the Library
 - the July 2019 Wastewater IDNR Reports
- 3.4 Liquor License Applications
 - Renewal Application for On Premise Class C Liquor License with Catering Privilege and Outdoor Service for Fireside Pub & Steakhouse at 205 South 12th Street
- 3.5 R-089-2019 Resolution Amending Salary Resolution
- 3.6 Ordinance 009-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Building Codes, second consideration
- 3.7 Commercial Incentive Program Grant Payment Requests
 - Facade Grant in the amount of \$1,666.67 to Joe Petchulat/TurnKey Security Equipment for the property at 913 East Main Street
- 3.8 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, second consideration
- 3.9 Ordinance 011-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Fireworks, first consideration
- 3.10 Approve the request of the Hero Hustle Committee to use Schram Park for the Hero Hustle Sprint Triathlon on August 25, 2019
- 3.11 Approve Pay Estimate #11 in the amount of \$3,906.09 to Kirkham Michael for engineering services for the Airport Environmental Assessment Project
- 3.12 Review the decision of the Board of Adjustment to approve the request of Rhonda Simons for the property located at 1004 Sherman Avenue, for an exception to Section 165.06(6.2), Site Development Regulations for R1-80 Districts, of the City Code, which would allow for a reduction of 4 feet to the minimum required front yard setback for the construction of a porch
- 3.13 Approve the request of the Fire Department to transfer funds to the Fire Truck Reserve Fund
- 3.14 R-090-2019 Resolution Waiving Right to Review Plat (Loecke)
- 3.15 Approve payment in the amount of \$4,966.00 to Burrington Group for engineering services related to the East Main Street Improvement Project
- 3.16 R-091-2019 Street Lighting Resolution

3.17 Approve Pay Estimate #8 in the amount of \$77,604.37 to F. L. Krapfl, Inc. for the Riverfront Park Project

3.18 R-092-2019 Resolution Approving Change Order #5 (Riverfront Park Project)

3.19 Approve purchase of 10 Tactical Ballistic Vests for the Police Department at a cost of \$7,799.90

3.20 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	69.95
AFLAC	PAYROLL WITHHOLDINGS	1,121.48
ALLIANT ENERGY	ELECTRICITY	7,250.34
AMAZON	LIBRARY SUPPLIES	323.77
AMAZON CAPITAL SERVICES	SUPPLIES	286.41
ANDERSON WELDING	REPAIR/MAINTENANCE	235.67
APPARATUS TESTING SERVICE	FIRE PUMP CERTIFICATION	942.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	941.81
BARRON MOTOR	PARTS/SUPPLIES	15.10
BAUMGARTNER GATE FACTORY	REPAIR/MAINTENANCE	26.00
BECKER ELECTRIC	REPAIR/MAINT	1,615.05
BLACK HILLS ENERGY	HEATING FUEL	3,392.42
BOOK PAGE	LIB MATERIALS	348.00
BRIES, RANDY	FACE PAINTING	300.00
BSN SPORTS	RECREATION SUPPLIES	123.90
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,200.00
CDW GOVERNMENT	IT PRODUCTS/SERVICES	1,034.59
CENGAGE LEARNING	LIBRARY MATERIALS	61.58
CENTER POINT	LIBRARY MATERIALS	131.22
CHEMSEARCH	CHEMICALS	185.00
CITY LAUNDERING	MAINTENANCE/SUPPLIES	258.52
CITY OF MANCHESTER	SPORTS COMPLEX WATER	104.20
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	2,754.38
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	1,140.74
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
COMER, BRAD	REIMB MILEAGE	51.04
CRUMPTON, HANNAH	YOUTH SOCCER INSTRUCTOR	375.00
DANIELS, MARTIKA	LIBRARY: CIRCUS VARIETY SHOW	1,200.00
DEL CO ABSTRACT	ABSTRACT FEES	1,210.00
DEL CO PORK GRILL TEAM	GRILLING EVENT	100.00
DELAWARE INVESTMENTS	SAVINGS PLAN	750.00
DEPOSIT REFUNDS ON 7/25/2019		60.61
DEPOSIT REFUNDS ON 7/31/2019		376.36
DEPT OF THE TREAS	IRS FORM 720 FEE	19.12
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	2,082.75
DON & WALT	REPAIR/MAINTENANCE	176.54
DON'S APPLIANCE	FREEZER	739.00
ECIA	RPA FY20 LOCAL MATCH	3,254.00

EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	44,593.53
ELEC ENGINEERING & EQUIP	ELECTRICAL SUPPLIES	2,268.00
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	440.67
FASTENAL COMPANY	PARTS/SUPPLIES	30.85
FEHR GRAHAM	ENGINEERING FEES	32,763.75
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	256.25
GEORGEN AUTO	VEHICLE MAINT/REPAIR	651.33
GOOD NEIGHBOR SOCIETY	SENIOR FAIR	75.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	790.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HERITAGE PRINTING	OFFICE SUPPLIES	242.90
IA DEPT OF AG & LAND STEW	LICENSE	75.00
IDNR	FY2020 NPDES PERMIT	210.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	84.84
IOWA ONE CALL	LOCATES	68.40
IPERS	IPERS	26,039.16
JANWAY COMPANY USA	SUPPLIES	142.50
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	691.63
J'S AUTO	VEHICLE REPAIR/MAINT	405.79
KAM LINE HIGHWAY MARKINGS	RESTRIPE ROAD/SUPPLIES	1,097.57
KELLY, JESSICA	REIMB MILEAGE	50.46
KIRKHAM MICHAEL	RUNWAY REPAIR PROJECT	26,750.72
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	2,086.00
KMCH	RADIO ANNOUNCEMENTS	560.00
KNUTSON, MATTHEW	YOUTH SOCCER INSTRUCTOR	150.00
LAKE DESIGN & DECOR	DOWNTOWN INCENTIVE GRANT	6,443.76
LAWSON PRODUCTS	TOOLS & MATERIALS	129.17
LEARN, ERIN	MILEAGE REIMB	85.84
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	2,682.00
MANCHESTER MARLINS SWIM TEAM	SERVING	787.09
MANCHESTER SIGNS	SIGNS	46.25
MANCHESTER TRUCK CENTER	FREON REPAIR	154.00
MAQUOKETA RIVER WMA	WATERSHED PROJECT	5,179.00
MARTENS, CARL	REFUND	20.00
MCCRABB, RICHARD	MOWING SERVICES	270.00
MEDIACOM	PHONE/INTERNET	405.03
MID AMERICA ADMINISTRATIVE	HRA DEPOSIT: EARLY RETIREMENT	8,450.10
MIDWEST PATCH	STREET MAINT MATERIALS	772.80
MIDWEST TAPE	LIBRARY MATERIALS	557.30
MIKE JOHNSON	MUSIC PERFORMANCE	300.00
NAT'L MISSISSIPPI RIVER MUSEUM	PRESENTATION	543.00
NICC	MREP PHONE/INTERNET	1,258.80
NORTHERN LIGHTS DISTRIBUTING	CONCESSIONS	1,356.08
OELWEIN PUBLISHING	PUBLICATION	300.00
OLIVE THAT DELI	MEALS, FOOD	36.15
ONE SOLUTION	WIFI EXPANSION	1,062.00
ORKIN EXTERMINATION	EXTERMINATION	725.76

OVERDRIVE	BRIDGES E-BOOK SUBSCRIPTION	1,076.85
PALMER HARDWARE	PARTS/SUPPLIES	572.75
PAYROLL CHECKS		143,608.17
PETERS & LONGMUIR PLC	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE SUPPLIES	113.02
PITNEY BOWES	LIB POSTAGE REFILL	1,200.00
PIZZA RANCH-11372	CONCESSIONS	95.48
POSTMASTER	POSTAGE	554.06
PRONTO MART	FUEL	34.15
RADIO COMMUNICATIONS	REPAIR/MAINT	1,748.00
RELIANCE STANDARD LIFE INS	INSURANCE	423.15
RUNDE AUTO GROUP	MODULE FUEL PUMP	49.54
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	3,368.00
SHRED-IT US JV	SHREDDING	237.72
SMOCK, JEFF	MILEAGE REIMB	357.28
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	117.95
STATE HYGIENIC LABORATORY	LAB TESTS	195.00
STATE LIBRARY OF IOWA	FY20 DATABASE SUBSCRIPTION	436.74
STOREY KENWORTHY	OFFICE SUPPLIES	798.25
SUPREME GREEN	MOWING CONTRACT	4,366.69
TELEGRAPH HERALD	SUBSCRIPTION	310.64
THREE RIVERS FS	FUEL/FERTILIZER	5,603.43
TIMMER, MARTHA	FD MAINTENANCE	230.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	668.00
TREASURER STATE OF IOWA	STATE TAX	7,190.00
TRI-TECH FORENSICS	FORENSIC KITS	41.37
UEMSI-UTECH ENVIRONMENTAL	HOSE/TELEVISIONING EQUIPMENT	1,311.52
UNITY POINT CLINIC-OCCUPA	DRUG TESTING	42.00
US CELLULAR	MONTHLY CELL/DATA	61.48
US DEPT OF EDUCATION	GARNISHMENT	225.22
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	1,250.70
VERIZON WIRELESS	MOBILE DATA	280.07
VISION SERVICE PLAN	INSURANCE	634.78
WALMART	SUPPLIES	264.98
WELLMARK	INSURANCE	29,746.30
WHITE, JASON	TRAVEL REIMB	100.83
WINDSTREAM	PHONE/INTERNET	1,772.60
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,023.22
TOTAL ACCOUNTS PAYABLE		418,528.97
	FUND TOTALS	
	GENERAL	243675.85
	HOTEL MOTEL TAX	2,647.00
	ROAD USE TAX	41,446.60
	EMPLOYEE BENEFIT	31,611.09
	POLICE SPECIAL USES	75.00
	LIBRARY GIFT & TRUST	2,417.43
	CAPITAL PROJECTS	2,167.50

	DOWNTOWN INCENTIVE	6,443.76
	STREET PROJECTS	30,346.25
	WATER	29,099.99
	UTILITY DEPOSIT TRUST	376.36
	WATER CAPITAL PROJECT	250.00
	SEWER	27,972.14
	TOTAL	418,528.97

Public Hearing on the Proposed Contract Documents & Estimated Costs for the Airport Crack Repair/Seal Coat Project

Mayor Kramer opened the Public Hearing at 5:17pm.

Mayor Kramer informed the Council that the City had been awarded a grant from the FAA for this project that will cover 90% of the costs.

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

Motion by Stelken, seconded by Bradley to adopt R-093-2019 Resolution Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the 2019 Airport Runway Crack Repair, Seal Coat & Marking Project. Motion carried, all ayes.

Mayor Kramer informed the Council that three bids had been received for the project with the lowest bid of \$147,996.86 coming from Struck & Irwin Paving, DeForest, Wisconsin.

Motion by Poynor, seconded by Stelken to adopt R-094-2019 Resolution Awarding Contract for the 2019 Airport Runway Crack Repair, Seal Coat and Marking Project. Motion carried, all ayes.

Public Hearing on Proposal to enter into a General Obligation Public Works Facility Loan Agreement

Mayor Kramer informed the Council that the City had received a petition with the required number of signatures to have the question of the proposed General Obligation Public Works Facility Loan be submitted for a referendum.

Mayor Kramer opened the Public Hearing at 5:20pm.

John Curran, 312 North Franklin Street, questioned how the City could afford to construct a new City Shop when the City is not replacing water and sewer as part of the Highway 20 Project. Ryan Wicks, Fehr Graham, responded that the Iowa Department of Transportation is providing funding for a resurfacing project and not a reconstruction project, and as a result, the City is only replacing a small area of water main. If the City were to replace water and sewer throughout the project area, the City would be responsible for the entire cost of reconstruction of the street.

The Council discussed the condition of the mains in the project area, replacement of service lines, and project funding.

Curt Meiner, 702 East Howard, commented that the petition had more than six times the required number of signatures. Mr. Meiner further stated that the Council would be wasting taxpayer dollars if

they decide to proceed with an election, and that the City's spending is not drawing people to the community.

Jeff Ogden, 1332 North Franklin Street, also commented on the need to replace the old water and sewer mains as part of the Highway 13 Street Project, noting that infrastructure should be replaced before a new city shop is built. Mr. Ogden asked the Council to drop the proposed city shop project.

Verla Tegeler, 160 Delhi Road, asked if there was a rendering of the proposed City Shop that was available to the public.

Curt Meiner, 702 East Howard Street, asked if an election is held on the City Shop, if it would be a special election and what are the costs associated with that. City Clerk Erin Learn responded that, depending on what the Council decides, the intent would be to have it as part of the regular election in November in order to save on expense.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:42pm.

Manchester Rhubarb Festival - Verla Tegeler

Verla Tegeler, 160 Delhi Road, addressed the Council regarding the Rhubarb Festival and the need to return the festival to Baum Park rather than having it downtown. The Council discussed the festival with Mrs. Tegeler and encouraged her to speak with the Chamber of Commerce as they are the entity that holds the event.

Laserfiche - Lane LeBahn, Advanced Systems

Following discussion, motion by Bradley, seconded by Poynor to proceed with the purchase of the Laserfiche system through Advanced Systems at a cost of \$9,515.00. Motion carried, all ayes.

424 South Brewer Street

City Manager Vick informed the Council that the City had advertised 424 South Brewer Street for sale and had received one bid of \$4,567.00 from Scott and Sarah Hermanson to purchase and renovate the property. If the Council would like to proceed with selling the property, the next step would be to set a public hearing.

Motion by Stelken, seconded by Bradley to set September 9, 2019 at 5:00pm as the date & time for a Public Hearing on the sale of 424 South Brewer Street. On call of roll: Ayes: Stelken, Bradley, Struble, Poynor. Nays: None. Abstentions: Sherman (Council Member Sherman abstained as he is related to Scott and Sarah Hermanson). Motion carried.

104 North Tama Street

City Manager Vick informed the Council that two bids had been received for the demolition of 104 North Tama Street. The low bid of \$9,999.00 was received from Scott and Sarah Hermanson. The Hermanson's proposal is to relocate the structure to 132 West Howard Street, or to demolish it if they are unable to relocate it.

Scott Hermanson reviewed with the Council their plans to relocate house, and explained some of the obstacles they are trying to overcome in relocating it.

Following discussion, motion by Poynor, seconded by Struble to accept the proposal of Scott and Sarah Hermanson for the removal of the structure at 104 North Tama Street at a cost of \$9,999.00. On call of roll: Ayes: Poynor, Struble, Stelken, Bradley. Nays: None. Abstentions: Sherman (Council Member Sherman abstained as he is related to Scott and Sarah Hermanson). Motion carried.

2020 Highway 13 Improvement Project - Easement Compensation Estimates

Ryan Wicks, Fehr Graham, informed the Council that, as part of the Highway 13 Project, the City needs to obtain several temporary easements as well as two permanent easements along the project route. Under federal guidelines, the City is required to offer compensation for the use of the easement area.

Motion by Sherman, seconded by Bradley to approve the easement compensation estimates for the 2020 Street Project. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on the East Main Street Project, and informed the Council that the Committee of the Whole meetings will be August 21, 2019 and September 4, 2019.

City Clerk Erin Learn informed the Council that the auditors would be at City Hall next week performing the City's annual audit.

Motion by Stelken, seconded by Struble that the meeting adjourned at 6:25pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk