

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, September 23, 2019**

Mayor Kramer called the meeting to order at 5:00pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken (arrived at 5:01pm), Tania Bradley, Ron Struble. Absent: None.

Council Member Stelken arrived at 5:01pm.

Motion by Struble, seconded by Sherman to approve the agenda as presented. Motion carried, all ayes.

Public Input

Jeff Ogden, 1332 North Franklin Street, addressed the Council with concerns about the Mayor.

Consent Agenda

3.1 Approval of the minutes of the September 9, 2019 City Council meeting

3.2 R-105-2019 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the September 12, 2019 Library Board meeting
- the minutes of the September 16, 2019 Parks & Recreation Commission meeting
- August 2019 Wastewater Treatment Plant Operations Report
- the minutes of the September 18, 2019 Planning & Zoning Commission meeting

3.4 Liquor License Applications

- Renewal Application for Off Premise Class C Native Wine Permit for The Bread Basket at 113 East Main Street
- New Application to add Class B Wine Permit to the Class E Liquor License for Casey's General Store #2624 at 1413 North Franklin Street

3.5 Approve Pay Estimate 12 in the amount of \$4,882.62 to Kirkham Michael for the Airport Environmental Assessment

3.6 R-106-2019 Resolution Approving Fiscal Year 2018/19 Street Finance Report

3.7 Downtown Incentive Grant Payment Requests

- Approve payment of the following Downtown Incentive Grants to Riverbend Pub & Grill at 121 South Franklin Street: Acquisition Assistance Grant in the amount of \$1,500.00; Design Assistance Grant in the amount of \$2,000.00; Interior Grant in the amount of \$7,500.00; Facade Grant (South Facade) in the amount of \$7,500.00; Second Story Loan in the amount of \$10,000.00

3.8 R-107-2019 Resolution Amending Salary Resolution

3.9 Approve Audit Proposal from Faller, Kincheloe & Co, PLC for Fiscal Years ending June 30, 2020; June 30, 2021; and June 30, 2022

3.10 Approve payment of claims totaling \$23,868.00 to Fehr Graham for engineering services

3.11 Ordinance 012-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Traffic Regulations, second consideration and adoption

3.12 Ordinance 013-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Alcoholic Beverage Control, second consideration and adoption

3.13 Ordinance 014-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Operating Budget Preparation, second consideration and adoption

3.14 Ordinance 015-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Cigarette and Tobacco Permits, second consideration and adoption

3.15 Ordinance 016-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Conflict of Interest, second consideration and adoption

3.16 Ordinance 017-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Interference with Official Acts, second consideration and adoption

3.17 Ordinance 018-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Solid Waste Control, second consideration and adoption

3.18 Ordinance 019-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Service Discontinued, second consideration and adoption

3.19 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	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	79.95
ADVANCED SYSTEMS	LASERFICHE	9,515.00
AFLAC	PAYROLL WITHHOLDINGS	560.74
ALLIANT ENERGY	ELECTRICITY	21,314.83
AMAZON CAPITAL SERVICES	HEADSETS	698.25
BARRON MOTOR	PARTS/SUPPLIES	33.67
BLACK HAWK AUTOMATIC SPRINKLER	POOL BACKFLOW TEST	221.00
BOLAND RECREATION	SAFETY SURFACE	225.00
BSN SPORTS	RECREATION SUPPLIES	186.39
BUNTING, CLIFFORD D	MILEAGE REIMB	48.72
BUSHEL & A PECK	BUILDING SUPPLIES	106.79
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,252.88
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
COMER, BRAD	MILEAGE REIMB	53.36
D & S PORTABLES	PORTAPOTTY	180.00
DEL CO AUDITOR	GIS SERVICES	3,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	959.90
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DJ REPAIR	REPAIR/MAINTENANCE	1,001.15
DREYER PAINTING	POOL PAINTING	38,350.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINT	483.92
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,691.44
ERIN LEARN PETTY CASH	REIMB PETTY CASH	86.76
FAREWAY STORES	SUPPLIES	26.69
FASTENAL COMPANY	PARTS/SUPPLIES	146.14
FINAL ELECTRIC	MAINTENANCE/REPAIR	200.00
FOLEY, DOUG	REIMBURSEMENT	170.52
FOLSOM, KRISTY	CONFERENCE	215.00
GAZETTE COMMUNICATIONS	SUBSCRIPTION	377.49
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
GUDENKAUF TILING & EXCAVA	TILING	408.16
HACH CO	WATER SUPPLIES	921.97
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HAWKEYE COMMUNITY COLLEGE	IAHO CONFERENCE	300.00

HAWKINS	CHEMICALS	786.50
HERITAGE PRINTING	OFFICE SUPPLIES	1,215.00
IA PARK & REC ASSOC	IPRA TICKETS	2,209.00
IA WATER ENVIRONMENT ASSOC	REGISTRATION	60.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	125.03
IPERS	IPERS	24,938.46
KELLY, JESSICA	REIMBUSE CONFERENCE	339.30
KLUESNER SANITATION	GARBAGE/RECYCLING	21,822.45
KRAMER, MILT L	MILEAGE REIMB	82.36
LANDSCAPES BY CHILDSPLAY	LANDSCAPING SUPPLIES	2,280.85
LINDA BETSINGER MCCANN	LIBRARY PRESENTATION	40.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	79.98
MARTIN GARDNER ARCHITECTS	ARCHITECTURAL SERVICES	950.00
MID-IOWA SOLID WASTE EQUIP	JET VAC REPAIRS	2,288.56
MIDWEST PATCH	STREET MAINT MATERIALS	772.80
MOMENTUM	SCREEN PRINTING	116.79
PALMER HARDWARE	PARTS/SUPPLIES	588.98
PAYROLL CHECKS	PAYROLL	56,999.73
PITNEY BOWES	POSTAGE SUPPLIES	80.74
PREMIER PARTS	PARTS/SUPPLIES	398.15
PTS OF AMERICA	PRISONER TRANSPORT FEES	1,780.00
RADIO COMMUNICATIONS	REPAIR/MAINT	183.89
RED MUNICIPAL&INDUSTRIAL EQUIP	MOWER SUPPLIES	913.04
REGIONAL MEDICAL CENTER	PHYSICAL	246.00
RIVER CITY PAVING	ASPHALT PAVING MATERIALS	470.11
RIVER CITY STONE	ROCK/STONE	362.99
SCHERRMAN'S IMPLEMENT	2019 CASE IH TRACTOR	62,000.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	170.29
SMOCK, JEFF	MILEAGE REIMB	178.64
STATE HYGIENIC LABORATORY	LAB TESTS	719.50
SUPREME GREEN	LIB CONTRACT MOWING	210.00
T&W GRINDING	COMPOST CONTRACT	8,662.50
THREE RIVERS FS	FUEL/FERTILIZER	4,712.88
TREASURER STATE OF IOWA	STATE TAX	3,477.00
TRIPLE E TECHNOLOGIES	POS SOFTWARE	53.50
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	625.35
WELLMARK	PAYROLL WITHHOLDINGS	2,240.72
WELTER STORAGE EQUIPMENT	CHAIRS	410.00
WINDSTREAM	PHONE/INTERNET	915.81
TOTAL ACCOUNTS PAYABLE		306,711.99
	FUND TOTALS	
	GENERAL	178,350.09
	HOTEL MOTEL TAX	64.09
	STREET EQUIPMENT RESERVE	62,000.00
	ROAD USE TAX	20,526.24
	PARK IMPROVEMENT	950.00
	PARK GIFT & TRUST	4,394.96
	BIKEWAY/WALKWAY PROJECTS	458.16
	STREET PROJECTS	3,026.69

	WATER	12,952.30
	SEWER	23,989.46
	TOTAL	306,711.99

112 South Franklin Street - Marian Gassmann

Marian Gassmann, owner of the businesses at 110 and 114 South Franklin Street, presented the Council with a petition concerning the poor condition of the building at 112 South Franklin Street. Mrs. Gassmann addressed the Council about her concerns with the building and requested the City inspect the property under City Code Chapter 145 “Dangerous Buildings” to determine if the structure is unsafe.

Jeff and Diane Ogden, Hughes Memorial Trust Trustees, responded to the concerns, stating they had plans for the building and were waiting on the results of the study being done by McClure. Mr. Ogden offered to allow Wes Schulte, owner of the buildings at 110 and 114 South Franklin Street, to inspect the building.

The Council discussed with Mrs. Gassmann and Jeff and Diane Ogden the concerns raised, plans for the building, inspection of the building, cleaning out the building, dressing up the storefront until improvements are done, the McClure report, the complaint and inspection process, and timeframe for the updates. Mr. Ogden stated that their plan is to starting working on the building the first of the year.

Good Neighbor Society Site Plan Review

Motion by Poynor, seconded by Bradley to approve the site plan for the Good Neighbor Society. Motion carried, all ayes.

Delaware County Jail Site Plan Review

Motion by Sherman, seconded by Stelken to approve the Delaware County Jail site plan. Motion carried, all ayes.

Sale of 1988 Fire Equipment Truck

Motion by Stelken, seconded by Poynor to approve the bid of \$6,400.00 from Tom Griffith for the purchase of the 1988 Ford F800 Fire Rescue Truck. 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 Iowa League of Cities Annual Conference to be held September 25-27 in Dubuque and discussed carpooling.

Council Member Bradley commented on the new City parking lot and the positive feedback she has received on it.

Motion by Stelken, seconded by Bradley that the meeting adjourn at 5:50pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk