

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 12, 2015 5:00 pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Mary Ann Poynor, Dan Stelken, Connie Behnken. Absent: Dean Sherman, Ron Struble.

1.3 Presentation of Service Award

Mayor Kramer presented a Service Award to Police Lieutenant Jim Wessels for 25 years of service to the City of Manchester and the Manchester Police Department.

1.4 Approval of the Agenda

Motion by Behnken, seconded by Stelken to approve the agenda as presented. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the December 22, 2014 City Council Meeting

2.2 R-001-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- minutes of the January 7, 2015 Street Committee meeting
- minutes of the January 8, 2015 Water/Sewer Committee meeting
- 12-2014 Wastewater Department Reports
- the 2014 Aquatic Center Final Report
- minutes of the January 5, 2015 Parks & Recreation Commission meeting
- minutes of the January 7, 2015 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Las Flores
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Dollar General Store #4812
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Casey's General Store #2624

2.5 Approve payment of the following claim from the Downtown Incentive Program:
Commercial Interior Grant Payment in the amount of \$7,500.00 to Wes Schulte for work completed at 100 East Main Street

2.6 R-002-2015 Street Lighting Resolution

2.7 R-003-2015 Salary Resolution (Library, Police, Dispatch, Parks)

2.8 R-004-2015 Resolution Approving Contract and Performance/Payment Bonds for the Trunk Sewer Replacement Project

2.9 R-005-2015 Resolution Amending Employee Handbook

2.10 R-006-2015 Resolution Approving Agreement for Waiver of Water and Sewer Connection Fees

2.11 R-007-2015 Resolution Approving and Adopting the City of Manchester Fee Schedule

2.12 Approve Pay Estimate #4 in the amount of \$10,307.16 to Renaissance Restoration, Inc. for the City Hall Window Replacement Project

2.13 Motion to set February 23, 2015 at 5:00pm as the date & time for a Public Hearing on the Zoning Ordinance Update

2.14 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Poynor, seconded by Behnken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Poynor, Behnken, Stelken. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	294.80
AFLAC	PAYROLL WITHHOLDINGS	354.70
ALLIANT UTILITIES	ELECTRICITY	14,771.23
AMAZON	DOME LIGHT BULBS	88.40
ANDERSON WELDING	SNOWBLOWER REPAIR	279.00
AUTOMATION ENGINEERING, LTD	COMPUTER REPAIRS/UPGRADES	7,724.14
BLACK HAWK CO HEALTH DEPARTMENT	POOL INSPECTION 7-9-14	568.00
BLACK HILLS ENERGY	NATURAL GAS	4,917.91
BOUBIN TIRE	TIRES	60.52
BROWN SUPPLY CO, INC	UNIFORM SUPPLIES	186.16
CENTER POINT	LIBRARY MATERIALS	124.02
CITY LAUNDERING	CARPET RUNNER MAINTENANCE	83.58
CITY OF MANCHESTER	CELL PHONE REIMBURSEMENT	7.50
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,072.68
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	539.52
COMPASS MINERALS	STREET SALT	12,696.22
DEL CO AUDITOR	3RD QUARTER GIS CONTRIBUTION	3,000.00
DEL CO ECONOMIC DEVELOPMENT	2ND HALF ANNUAL CONTRIBUTION	15,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,028.20
DEL CO TOURISM	COMMUNITY PROMOTION GRANT	5,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	400.00
DELHI LUMBER	BUILDING SUPPLIES	285.80
DJ REPAIR	TOWING	262.00
DON & WALT, LLC	BUILDING MAINTENANCE	86.55
DOWNES, CYNTHIA	WALKWAY EASEMENT	219.52
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	42.50
ECIA	2ND HALF ANNUAL CONTRIBUTION	1,501.91
EDGEWOOD AUTO & TIRE, LLC	TIRE REPAIR ON SITE	141.04
EDGEWOOD OIL, INC.	VEHICLE MAINTENANCE SUPPLIES	571.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,973.51
ELECTRICAL ENGINEERING & EQUIP	WWTP: GENERATOR REPAIR	584.00
FAREWAY STORES	SUPPLIES	39.43
GALLS	PD: UNIFORM	217.10
HAGEMEYER	UNIFORM SUPPLIES	255.95
HARLAND TECHNOLOGY SERVICES	COMPUTER REPAIR	662.50
HAUSERS WATER CONDITION, INC	D-45	20.00
HERITAGE PRINTING	ORANGE PAPER	16.50
HOULIHAN SANITATION	GARBAGE/RECYCLING	21,454.23
IA LIBRARY ASSOC	MEMBERSHIP	105.00
IMFOA	ANNUAL DUES	55.00

INGRAM LIBRARY SERVICES, INC	LIBRARY MATERIALS	30.96
INSTITUTE OF PUBLIC AFFAIRS	GOAL SETTING & TRAINING	2,653.26
INTERSTATE POWER & LIGHT	LIGHT POLE INSTALL (RIVER ST)	986.27
IPERS	PAYROLL WITHHOLDINGS	11,034.06
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	5,574.37
KARR, LLC	OFFICE SUPPLIES	461.15
KIRKWOOD COMMUNITY COLLEGE	WATER CLASS: KLUESNER	450.00
KOEHNE, DAVID	REIMBURSE RESTITUTION	47.38
KRAMER, MILT L	MILEAGE REIMBURSEMENT	45.92
MANCHESTER AREA CHAMBER	SPONSORSHIP, GRANT	1,290.00
MANCHESTER CARQUEST	VEHICLE MAINTENANCE SUPPLIES	149.71
MEARDON, SUEPPEL, DOWNER, PLC	UNION NEGOTIATIONS	1,400.00
MEDIACOM	PHONE & INTERNET	333.27
MES - MIDAM	FIRE SUPPLIES	197.40
METLIFE	LIFE INSURANCE	761.16
MID-IOWA PETROLEUM SERVICES, INC.	AIRPORT FUEL PUMP REPAIRS	1,590.79
MIDWEST TAPE	LIBRARY MATERIALS	311.33
MIDWEST WHEEL COMPANIES	YELLOW LAMPS	5.04
MUNICIPAL SUPPLY	STRAINER	9.36
NE IA TELEPHONE SERVICE	ROUTER, SERVICE CALL	357.00
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	730.85
OASIS PUMP SERVICE	WATER REPAIRS	7,397.95
PAYROLL ACCOUNT	PAYROLL WAGES	53,188.36
PCHHELP, LTD	FLEET MAINTENANCE SOFTWARE	187.00
PETERS LAW OFFICE	LEGAL FEES	850.00
PIRC, COURTNEY SUSAN	TOBACCO COMPLIANCE	50.00
PITNEY BOWES	QUARTERLY LEASE	159.00
POSTMASTER	UTILITY BILL POSTAGE	1,241.14
RADIO COMMUNICATIONS, INC	RADIO TECH SERVICE	356.66
RECREATION ENGINEERING	WHITewater PARK PROJECT	10,954.00
REINERT, JOEL	WALKWAY EASEMENT	1,661.46
RENAISSANCE RESTORATION, INC	PAY #3: CITY HALL WINDOWS	72,285.50
ROWEKAMP ASSOCIATES, INC	SIMPLESIGNS ANNUAL SUPPORT	300.00
SAFETY X-TREME, LLC	SAFETY UNIFORM (PARTIAL REIMB)	203.52
SCHULTE, WES	2ND STORY LOAN	10,000.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	168.60
STANDARD AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	29.22
SUNSHINE BOY WINDOW CLEAN	WINDOW MAINTENANCE	140.00
TAYLOR CONSTRUCTION INC	PAY 3: WHITewater PARK	349,769.83
TEAMSTERS LOCAL 238	UNION DUES	183.50
THE BREAD BASKET	DOWNTOWN INCENTIVE GRANTS	966.82
TRANS-IOWA EQUIPMENT	PLOW REPAIR (INS REIMB)	32,753.83
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,317.00
TRUE NORTH COMPANIES	VOLUNTEER FIRE LIFE INSURANCE	372.40
TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINT	14,747.47
US 20 ASSOCIATION	ANNUAL DUES	100.00
UTILITY EQUIPMENT CO, INC	RESTOCKING FEE	17.70
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	POLICE: MOBILE DATA UNITS	217.98
VISION SERVICE PLAN	VISION INSURANCE	564.08
WAPSIPINICON ALMANAC	LIBRARY MATERIALS	9.00

WEINER'S STUMP REMOVAL	STUMP REMOVAL	1,610.00
WELLMARK	HEALTH/DENTAL INSURANCE	22,262.22
WELTER STORAGE EQUIPMENT, INC	COUNCIL CHAMBER CHAIRS (9)	3,205.00
WERTJES UNIFORMS, INC	PD: UNIFORM	53.95
WINDSTREAM	MONTHLY TELEPHONE	119.78
ZEE MEDICAL, INC	SUPPLIES	77.27
**PAYROLL EXPENSES	12/22/2014 - 1/09/2015	79,476.99
TOTAL		812,778.23
FUND TOTALS		
	001 GENERAL FUND	203,973.69
	110 ROAD USE TAX	47,350.21
	112 EMPLOYEE BENEFITS	3,775.05
	118 POLICE SPECIAL USES	50.00
	123 HOTEL MOTEL TAX	5,700.00
	167 TIRRILL TRUST	56.67
	192 HOUSING ACQ/DEMOLITION	102.97
	196 LIBRARY GIFT & TRUST	64.36
	197 STREET EQUIPMENT RESERVE	33,032.83
	300 CAPITAL PROJECTS	72,285.50
	302 DOWNTOWN INCENTIVE	11,121.25
	307 WHITEWATER PARK PROJECT	360,741.53
	308 BIKEWAY/WALKWAY PROJECTS	2,867.25
	312 CDBG HOUSING GRANTS	257.41
	324 STREET PROJECTS	3,534.04
	325 FEMA CAPITAL PROJECTS	257.41
	326 SEWER CAPITAL IMPR	70.04
	328 WATER CAPITAL IMPR	6,352.80
	600 WATER FUND	26,240.51
	610 SEWER FUND	34,944.71
	GRAND TOTAL	812,778.23

Monthly Revenues (as of 1/12/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	39,693.93	1,617,857.82
004-FRANCHISE FEES (2013)	-	171,563.12
110-ROAD USE TAX	-	280,664.90
112-EMPLOYEE BENEFITS	2,711.05	229,674.75
118-POLICE SPECIAL USES	61.95	3,698.91
119-EMERGENCY FUND	-	22,502.68
121-LOCAL OPTION SALES TAX	-	256,264.54
125-TAX INCREMENT FINANCING	-	249,229.06
167-TIRRILL TRUST	-	15,073.28
180-POLICE K9 FUND	25.00	1,555.38
182-PARK GIFT & TRUST	-	1,854.55
184-PARK IMPROVEMENT	-	411.11
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	930.17
190-SEWER REPLACEMENT	-	4,925.81
191-UTILITY DEPOSIT TRUST	225.00	5,775.00

192-HOUSING ACQ/DEMOLITION	-	272.96
193-LORA STEWART TRUST	-	3.68
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	4,386.34	12,104.75
197-STREET EQUIPMENT RESERVE	2,087.20	164,331.29
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	374,234.02
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	3,866.71
307-WHITEWATER PARK PROJECT	-	25,000.00
308-BIKEWAY/WALKWAY PROJECT	-	50,000.00
309-STREET IMPROVEMENT	-	104,869.82
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	727,261.28
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	42,968.97	445,696.54
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	68,571.66	619,629.26
615-SEWER DEBT SERVICE	-	227,383.14
TOTAL REVENUES	160,731.10	6,022,788.72

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on the Rezoning Request of Darrell Rich for the property at 305 East Delaware Street to change the Zoning Classification from R-3 Residential to B-1 Business

Mayor Kramer opened the Public Hearing at 5:09pm.

Darrell Rich addressed the Council stating that he would like to open an insurance office in a portion of the downstairs of the duplex he owns at 305 East Delaware Street.

City Manager Vick reviewed the request with the Council, noting it was an unusual scenario. The Planning & Zoning Commission had met on the request and recommended rezoning to B-1 with the following provisions: the office may only be used for an insurance business; after one year of non-use as an insurance business, the property would revert to the original R-2 zoning classification; and signage will be the same as allowed for a home occupation in the a residential district.

Following discussion by the Council, and there being no oral comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:15pm.

4.2 Ordinance 001-2015 An Ordinance Amending the Official Zoning Map (305 East Delaware Street)

Motion by Stelken, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 001-2015 An Ordinance Amending the Official Zoning Map (305 East Delaware Street). ON CALL OF ROLL: AYES: Stelken, Poynor, Behnken. NAYS: None.

5. Regular Agenda Items

5.1 Delaware County Tourism Update

Paula Hargrafen, Delaware County Tourism Director, updated the Council on Delaware County Tourism activities over the last year.

5.2 Aquatic Center Heater & Pump Replacement

Mayor Kramer referred the Council to a memo from Parks & Recreation Director Doug Foley regarding the replacement of the heater and pumps at the Aquatic Center.

Director Foley informed the Council that there are two repairs that will need to be completed prior to the pool opening this summer, replacement of the pool heater and replacement of both slide pumps. Don & Walt has provided a quote of \$15,790.00 to replace the heater. Northway Well and Pump has provided a quote of \$14,342.50 to pull and replace the slide pumps. City Staff is recommending moving forward with the quotes provided for the replacement of the pool heater and both slide pumps.

The Council discussed the repairs, the funding for the repairs, the timeframe, and the age of the facility.

Motion by Poynor, seconded by Behnken to proceed with quote of \$15,790.00 from Don & Walt for the replacement of the pool heater and the quote of \$14,342.50 from Northway Well & Pump for the replacement of the slide pumps. ON CALL OF ROLL: AYES: Poynor, Behnken, Stelken. NAYS: None.

5.3 Goal Setting Report

Mayor Kramer referred the Council to the Goal Setting Report from the Goal Setting Session held on December 11, 2014.

5.4 R-008-2015 Resolution Approving Communications Center Agreement, a 28E Agreement, between the City of Manchester, Iowa and Delaware County, Iowa

Motion by Stelken, seconded by Poynor to adopt R-008-2015 Resolution Approving Communications Center Agreement, a 28E Agreement, between the City of Manchester, Iowa and Delaware County, Iowa. ON CALL OF ROLL: AYES: Stelken, Poynor, Behnken. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that snow removal operations went smoothly last week. City Manager Vick also reminded the Council that there would be a budget work session on Monday, January 19, 2015 at 5:00pm.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

8. Information

8.1 Correspondence/Reports

The Council reviewed the correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Stelken that the meeting adjourn at 5:49pm. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 26, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Connie Behnken, Ron Struble. Absent: Dan Stelken.

1.3 Approval of the Agenda

Motion by Sherman, seconded by Struble to approve the agenda as presented: ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the January 12, 2015 City Council Meeting

2.2 R-009-2015 Resolution Approving Bills

2.3 Acknowledge receipt of the December 2014 Revenue & Expense Reports

2.4 Acknowledge receipt of the December 2014 Payroll Report

2.5 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License for Fareway Stores, Inc. #594
- New Application for 5 Day On Premise Class C Liquor License for St. Mary Church for their Gala Event on March 7, 2015

2.6 R-010-2015 Resolution Amending Employee Handbook

2.7 Ordinance 001-2015 An Ordinance Amending the Official Zoning Map (305 East Delaware Street), second consideration

2.8 Approve payment of claims totaling \$58,851.25 to Fehr Graham for engineering services

2.9 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Poynor, seconded by Sherman to approve the Consent Agenda. ON CALL OF ROLL: AYES: Poynor, Sherman, Behnken, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	354.70
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	539.18
BARRON MOTOR SUPPLY	SUPPLIES	12.55
BECKER, KRIS	FITNESS INSTRUCTOR	151.20
BL MURRAY COMPANY	URINAL SCREENS	15.90
BROWN SUPPLY CO, INC	FULL CIRCLE CLAMP	124.36
CENTER POINT	LIBRARY MATERIALS	124.02
CITY OF MANCHESTER	CELL PHONE REIMBURSEMENT	7.50
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,072.68
COLLECTION SERV CENTER	CHILD SUPPORT PAYMENT	539.52
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	50.40
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	400.00
DELCO PLUMBING & HEATING	TOILET REPAIR	58.00
DEPENDABLE AUTOMOTIVE	AIR FRESHENER	10.20
DON'S TRUCK SALES, INC	FILTERS	133.69
DURAFLEX INTERNATIONAL	REFINISH DIVING BOARD	1,391.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,524.36
FAREWAY STORES	SUPPLIES	104.05

FISH SHACK	MAINTENANCE	75.00
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	57.58
GODFATHER'S PIZZA	SAFETY CLASS MEAL	84.24
GRUNDY NATIONAL BANK	DIRECT DEPOSIT FEES	70.00
HACH CO, INC	CHEMICALS	396.77
HAGEMEYER	MESH VEST	33.42
HAWKINS, INC.	CHEMICALS	318.44
HOULIHAN SANITATION	GARBAGE/RECYCLING	342.00
IDNR	PERMIT FEES	436.20
IDOT	LEVEL I PCC TRAINING	300.00
IOWA ONE CALL	ONE CALLS	18.00
IOWA STATE UNIVERSITY	TREE SCHOOL REGISTRATIONS	704.00
IPERS	PAYROLL WITHHOLDINGS	11,268.53
KARR, LLC	OFFICE SUPPLIES	88.86
KLEINSCHRODT, MARY	REIMB SUPPLIES	45.26
KRAMER, MILT L	MILEAGE REIMB	47.15
MANCHESTER SIGNS	SIGNS	176.00
MID-IOWA SOLID WASTE EQUIP	VAC-CON SEWER TRUCK PARTS	103.53
MUNICIPAL SUPPLY	METERS	1,440.94
OASIS PUMP SERVICE	CURB STOP REPAIR 207 LEGION	319.51
ONEIDA SIGNS, LLC	FD HELMET TAGS	35.00
PALMER HARDWARE	SUPPLIES	1,680.92
PAYROLL ACCOUNT	PAYROLL WAGES	59,440.10
POSTMASTER	UTILITY BILL POSTAGE	220.00
PRONTO MART	FUEL	23.66
SUNSHINE BOY WINDOW CLEAN	WINDOW MAINTENANCE	90.00
TASER INTERNATIONAL, INC	CAMERA SYSTEM	810.96
TEAMSTERS LOCAL 238	UNION DUES	183.50
THREE RIVERS FS	FUEL	1,989.18
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,333.00
US CELLULAR	MONTHLY CELL, MOBILE DATA	482.76
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VICK, TIMOTHY J	MILEAGE REIMB	166.75
WALMART COMMUNITY/GECRB	SUPPLIES	623.65
WELLMARK	HEALTH/DENTAL INSURANCE	1,523.54
WINDSTREAM	TELEPHONE	890.03
WRIGHT, CHAD	FUEL REIMB	21.50
**PAYROLL EXPENSES	1/12/2015 - 1/23/2015	85,897.56
TOTAL		200,022.45
FUND TOTALS		
001 GENERAL FUND		132,368.94
110 ROAD USE TAX		28,202.32
118 POLICE SPECIAL USES		810.96
167 TIRRILL TRUST		18.90
192 HOUSING ACQ/DEMOLITION		102.95
196 LIBRARY GIFT & TRUST		19.03
302 DOWNTOWN INCENTIVE		154.43
312 CDBG HOUSING GRANTS		257.41
324 STREET PROJECTS		671.20
325 FEMA CAPITAL PROJECTS		257.41
326 SEWER CAPITAL IMPR		171.00

	328 WATER CAPITAL IMPR	(91.70)
	600 WATER FUND	17,710.26
	610 SEWER FUND	19,369.34
	GRAND TOTAL	200,022.45

Monthly revenues (as of 1/26/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	51,581.63	1,629,745.52
004-FRANCHISE FEES (2013)	56,773.09	228,336.21
110-ROAD USE TAX	-	280,664.90
112-EMPLOYEE BENEFITS	2,711.05	229,674.75
118-POLICE SPECIAL USES	61.95	3,698.91
119-EMERGENCY FUND	-	22,502.68
121-LOCAL OPTION SALES TAX	-	256,264.54
125-TAX INCREMENT FINANCING	-	249,229.06
167-TIRRILL TRUST	-	15,073.28
180-POLICE K9 FUND	2,319.69	3,850.07
182-PARK GIFT & TRUST	-	1,854.55
184-PARK IMPROVEMENT	-	411.11
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	930.17
190-SEWER REPLACEMENT	-	4,925.81
191-UTILITY DEPOSIT TRUST	300.00	5,925.00
192-HOUSING ACQ/DEMOLITION	-	272.96
193-LORA STEWART TRUST	-	3.68
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	4,402.14	12,120.55
197-STREET EQUIPMENT RESERVE	2,087.20	164,331.29
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	374,234.02
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	3,866.71
307-WHITEWATER PARK PROJECT	-	25,000.00
308-BIKEWAY/WALKWAY PROJECT	(10,000.00)	40,000.00
309-STREET IMPROVEMENT	-	104,869.82
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	727,261.28
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	49,076.90	451,729.47
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	74,626.73	625,684.33
615-SEWER DEBT SERVICE	-	227,383.14
TOTAL REVENUES	233,940.38	6,095,998.00

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 5:00pm Public Hearing on the Proposed Resolution of Necessity for the 2015 Street Project
 Mayor Kramer opened the Public Hearing at 5:04pm.

City Manager Vick reviewed the scope of the 2015 Street Project with those in attendance, noting the bid letting for the project is scheduled for February 5, 2015.

Dean Wilson, 301 S. 5th St., commented that since he has lived in his house, he has put in new sewer, curb and gutter and now the City wants him to do it again. Ryan Wicks, Fehr Graham, responded that it will only be spot replacement and that property owners will only be assessed for work that is actually done to the property.

Mike Downs, 501 W. Marion St., asked why he was being assessed to have an alley paved. Mr. Wicks responded that the expense for paving the alley was not being assessed to property owners.

City Manager Vick explained the assessment process to those in attendance, noting that the preliminary assessments that were sent to property owners cannot be exceeded. In past projects, the assessments have come in lower than what was estimated in the preliminary assessment schedule. Additionally, property owners are only assessed for the actual amount of the work done to their properties.

Mr. Wilson, 301 S. 5th St., asked what would happen if the special assessments were not paid? City Manager Vick responded that property owners had 30 days to pay the assessments at City Hall once the final notice was sent. If the assessments weren't paid at the end of the 30 days, they would be certified to the Delaware County Treasurer for collection with property taxes over a ten year period.

Randy Waterman, 301 W. Marion St., commented that he was concerned about the driveway and sidewalk replacement for his property, noting that he had a new driveway. Mr. Waterman also expressed concern about the high cost estimate for the water service line replacement. Mr. Wicks responded that the preliminary assessment items are maximums, estimated based on previous bids, and that at the end of the project, the final assessments would be based on the actual bid prices and actual quantities.

Jim Carney, 413 W. Marion St., commented that he was part of group that paid assessments in 1993. At the time, there was a question posed to the City Council about why storm sewer and sanitary sewer were not included in the project. He was told that there was sufficient run off and that the sanitary sewer had been televised and didn't need to be replaced. Mr. Carney stated that he felt it was short sighted to come back now less than 25 years later when there are other areas that haven't been touched. Council Member Sherman responded that this was the first special assessment project done in the City and it was controversial. Utility infrastructure work was minimized to limit the costs. The reason the City is doing this project now is because the water and sewer lines are in such bad shape. Sherman further commented that as the Council discussed this project, they were aware of the assessments that were done in 1993. That is why, in order to keep costs down, the project includes only spot repairs and not full reconstruction of the street.

Mr. Wilson, 301 S. 5th St., commented that Don & Walt had replaced his sewer line not that long ago. Mr. Wicks responded that the line would not be repaired if it had already been done.

Council Member Struble commented the some of the City's infrastructure is getting to be 100 years old, and requiring many repairs. The Council is working to ensure that projects that are done now are done right.

Joyce Johnson, 805 W. Marion St., commented that she has approximately \$20,000 worth of assessments as part of the 2015 Street Project. Mrs. Johnson asked why there were no assessments done last year when Jasper Street was repaired. City Manager Vick responded that because the Jasper Street Project was a small project, the additional engineering and legal costs for assessments would not have been offset by the revenues received from the assessments.

Cindy Wall, 205 S. 4th St., commented that her preliminary assessment letter included sidewalk cost and that there is no sidewalk on her property. Mr. Wicks responded that the sidewalk cost is associated with curb stop replacement, and that if there isn't sidewalk on her property than she would not be assessed for it.

Mrs. Johnson, 805 W. Marion St., asked if the driveway replacement was from the street to the sidewalk, and noted that the driveway at 609 W. Marion St. is shared with 613 W. Marion St. Mr. Wicks responded that the driveway replacement was from the street to the sidewalk.

Mike Downs, 501 W. Marion St., asked if this street project was for the worst area or are there other areas that should be addressed? Council Member Sherman responded that this area has the worst water and sewer lines. Mr. Downs asked if the preliminary assessment number would be adjusted. Council Member Sherman responded that this was the highest the assessment could be, and that the final assessment would be based on actual costs. Mr. Downs stated that they could care less if 4th Street was paved by their property. He further stated that he doesn't understand why he is being assessed for curb and gutter on a street that has never had it and is seldom used, and asked the Council to reconsider paving 4th Street and the alley. Mr. Wicks responded that paving was the best way to address the drainage issues there and that it was City policy to install curb and gutter and pave City streets.

Mr. Downs stated that he was supportive of improvements when necessary but questioned the necessity of paving 4th Street and the alley. He further expressed concern about the increase in property taxes County wide.

Mr. Waterman, 301 W. Marion St., asked about the street construction and how much asphalt was going to be used in lieu of the concrete, expressing concern that the asphalt wouldn't hold up with the heavy semi traffic on West Marion Street. Mr. Wicks responded that it will not hold up like concrete but the advantage of asphalt is the ability to mill and replace it in the future without needing assessments.

Mr. Downs asked what percentage were the assessments of the total project cost. City Manager Vick responded the assessments were 7.6% of the total cost of the project. The project estimate is \$1.99 million and, after assessments, the remainder would be paid from local option sales tax and debt service.

Discussion was held on the amount of base stone to be placed under the asphalt, why the infrastructure repairs weren't done in 1993, the size of the water line, and the location of fire hydrants.

Jim Carney, 413 W. Marion St., asked if 4th Street would be classified differently and maintained better since it will be paved as part of this project. City Manager Vick responded that the Street Committee will discuss this with the Street Department to ensure that maintenance is done on this street.

There being no further oral comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 6:04pm.

4.2 R-011-2015 Resolution of Necessity

Motion by Behnken, seconded by Struble to adopt R-011-2015 Resolution of Necessity for the 2015 Street Improvement Project. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Sherman. NAYS: None.

5. Regular Agenda Items

5.1 Storm Sewer Repair - Enterprise Avenue

City Manager Vick informed the Council that on the morning of January 21st, City Hall was contacted regarding a sinkhole located along Enterprise Avenue, just east of the railroad spur and South 10th Street. Street Department employees were dispatched to assess the issue. Upon arrival, staff located a hole in the street around 18" in diameter with a cavity that was approximately 6' deep, 6-8' wide, and 50' long (running perpendicular) under the street. At this point the Street Department barricaded the street and proceeded with an additional assessment of what caused the problem. The cavity appeared to have been created due to the catastrophic failure of a 24" storm sewer pipe. Tschiggfrie Excavating was contacted to provide a time and material quote to make the necessary repairs. Street Superintendent Larry Schmidt has estimated the repairs will cost close to \$30,000.

Motion by Behnken, seconded by Poynor to approve the storm sewer and street repairs on Enterprise Avenue at an estimated cost of \$30,000. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Struble. NAYS: None.

5.2 Ordinance 002-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regarding Placement of Dumpsters on City Right of Way
City Manager Vick informed the Council that this will be the first reading and consideration of Ordinance 002-2015 relating to the placement of dumpsters on the City's right-of-way. The current Code of Ordinances does not address the temporary placement of a dumpster in the City's right-of-way. Historically, requests to City Staff regarding placement of a dumpster in the right-of-way has been handled on a case by case basis, as there was not a guideline on what was required or permitted. The proposed ordinance will establish the requirements.

Motion by Sherman, seconded by Struble to proceed with the first consideration and adoption of Ordinance 002-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regarding Placement of Dumpsters on City Right of Way. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that there would be a budget work session next Monday.

7.3 City Clerk

None

7.4 City Council Members

None.

7.5 Mayor

None.

8. Information

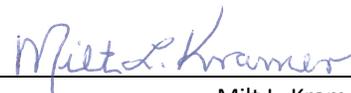
The Council reviewed the correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Poynor, seconded by Behnken that the meeting be adjourned at 6:17pm. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 9, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Mary Ann Poynor, Connie Behnken, Ron Struble, Dan Stelken (Stelken arrived at 5:06pm). Absent: Dean Sherman.

1.3 Approval of the Agenda

Motion by Behnken, seconded by Poynor to approve the agenda as presented. ON CALL OF ROLL: AYES: Behnken, Poynor, Struble. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the January 26, 2015 City Council Meeting

2.2 R-012-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- the 2014 Manchester Police Department Annual Report
- the January 2015 Wastewater Reports
- minutes of the February 2, 2015 Parks & Recreation Commission meeting
- minutes of the February 4, 2015 Commercial Incentive Committee meeting
- minutes of the January 15, 2015 Library Board meeting
- the January 2015 Statistical Report for the Library

2.4 Ordinance 001-2015 An Ordinance Amending the Official Zoning Map (305 East Delaware Street), third reading and final adoption

2.5 Ordinance 002-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regarding Placement of Dumpsters on City Right of Way, second reading

2.6 R-013-2015 Resolution Setting the Date for Public Hearing on Proposal to enter into a General Obligation Refunding Loan Agreement and to Borrow Money thereunder in a Principal Amount not to exceed \$1,400,000

2.7 Downtown Incentive Program Grant Applications

- approve the following applications for Jim Fisher for the property at 124 East Fayette Street: Interior Grant Application in the amount of \$7,500.00; Facade Grant Application in the amount of \$ 457.00; Acquisition Assistance Grant Application in the amount of \$826.25

2.8 R-017-2015 Resolution Approving the Agreement between the City of Manchester and the Chauffeurs, Teamsters and Helpers Local Union No. 238 Affiliated with International Brotherhood of Teamsters covering the Police Bargaining Unit - July 1, 2015 to June 30, 2016

2.9 R-018-2015 Resolution Approving Final Plat (Country West 4th Subdivision)

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. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken. NAYS: None.

Bills approved for payment:

VENDOR NAME	DESCRIPTION	AMOUNT
ADVANCED SYSTEMS, INC	COPIER MAINTENANCE	168.25
AFLAC	PAYROLL WITHHOLDINGS	354.70
ALLIANT ENERGY	ELECTRICITY	17,966.96
AMAZON	LIBRARY MATERIALS	54.96
AUTOMATION ENGINEERING, LTD	WELL #8 SERVICE	900.00
BARCO MUNICIPAL PRODUCTS	6 SCOOP SHOVELS	250.92
BLACK HILLS ENERGY	NATURAL GAS	5,755.36
BOWKER, LLC	SUBSCRIPTION	624.00
BROWN, CECIL	VOLLEYBALL SUPERVISOR	180.00
BSN SPORTS	YOGA MATS	94.97
CLARK, ROD	SEIBERT CLEANING	16.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	289.52
COMPASS MINERALS	STREET SALT	14,053.84
CORKERY COMMUNICATIONS	ADAPTER, CABLE	27.98
CREATIVE PRODUCT SOURCING, INC	DARE SUPPLIES	55.00
CRESCENT ELECTRIC SUPPLY, INC	LIGHTS	1,308.75
DAVIS, CHRISTIAN	SEIBERT CLEANING	16.00
DEMCO	LIBRARY SUPPLIES	278.16
DON & WALT, LLC	BOILER MAINTENANCE	125.00
DON'S TRUCK SALES, INC	TELESCOPING HOSE/HANGAR	165.18
EDGEWOOD OIL, INC.	SYNTHETIC 5W40	1,556.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,447.87
ELITE K-9	WATER BOWL/BALL ROPE	51.73
EMERALD DATA SOLUTIONS	ANNUAL SERVICE FEE (BOARD DOCS)	2,700.00
FAREWAY STORES	SUPPLIES	27.46
FARONICS TECH USA	FREEZER MAINTENANCE	96.00
FEHR GRAHAM	ENGINEERING FEES	58,851.25
FOLLETT SOFTWARE CO	OFFICE SUPPLIES	204.79
GALLS	POLICE UNIFORM, SUPPLIES	205.85
HACH CO, INC	CHEMICALS	602.82
HAGEMEYER	MESH JACKETS	107.43
HARLAND TECHNOLOGY SERVICES	2 YR DELL SONICWALL	242.00
IA DEPT OF PUBLIC SAFETY	JAN - JUNE 2015	3,918.00
IABO	2015 CLASS A MEMBERSHIP	50.00
IDNR	WWTP LAB CERTIFICATION	400.00
IOWA LIBRARY SERVICES	KIDS FIRST CONFERENCE	110.00
IOWA PUBLIC AIRPORTS ASSOCIATION, INC	MEMBERSHIP FEE	75.00
IPERS	PAYROLL WITHHOLDINGS	9,979.96
JOHN DEERE FINANCIAL (NORBYS)	OPERATING SUPPLIES	398.90
KARR, LLC	OFFICE SUPPLIES	509.73
KIPP BROTHERS/KIPP TOYS	PROGRAM SUPPLIES	90.65
KLUESNER, JOEL	MILEAGE REIMB	184.00
KRAMER, MILT L	MILEAGE REIMB	94.30
KRISTY FOLSOM: PETTY CASH	LIBRARY SUPPLIES	100.00
LAW ENFORCEMENT SYSTEMS	CITATION BOOKS	165.00
LINK HYDRAULIC, INC	SUPPLIES	166.68
LOUGHREN, MELISSA	VOLLEYBALL SUPERSIVOR	60.00
MEDIACOM	PHONE & INTERNET	341.34
METLIFE	LIFE INSURANCE	759.26

MID-STATES ORGANIZED CRIME INFO CENTER	MOCIC MEMBERSHIP FEE	100.00
MIDWEST TAPE	LIBRARY MATERIALS	591.78
MORRISON, LAWSON	SEIBERT CLEANING	18.00
MUNICIPAL SUPPLY	BUS BARN METER	91.70
MUSGROVE, CHANCE	SEIBERT CLEANING	18.00
NE IA TELEPHONE SERVICE	HEAT DETECTOR	89.95
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	779.06
PALMER HARDWARE	SUPPLIES	645.41
PAYROLL ACCOUNT	PAYROLL WAGES	48,622.40
POSTMASTER	UTILITY BILL POSTAGE	619.10
RENAISSANCE RESTORATION, INC	PAY #4: WINDOWS	10,307.16
RICOH USA, INC	COPIER MAINT FEES	446.38
RITCHISON, ROBERT	SEIBERT CLEANING	16.00
RIVER CITY STONE	SAND	1,350.03
SCHROEDERS CASH SUPPLY	BUILDING SUPPLIES	1,282.88
SCHULTE, WES	DOWNTOWN INCENTIVE GRANT	7,500.00
SCHUMACHER ELEVATOR CO, INC	MAINTENANCE	151.69
SOLVERS, GARY	SEIBERT CLEANING	16.00
SONICWALL	MAINTENANCE	765.00
SPRING GREEN	SPRING WEED & FEED	129.95
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	12.64
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,915.00
ULTRAMAX AMMUNITION	AMMUNITION	2,303.00
UNITY POINT CLINIC-OCCUPATIONAL MED	DATA MEMBERSHIP DUES	50.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	229.16
WALMART COMMUNITY/GECRB	SUPPLIES	184.69
WERTJES UNIFORMS, INC	POLICE UNIFORM	157.95
WINDSTREAM	TELEPHONE	17.68
WINTER EQUIPMENT COMPANY	CURBGUARD	2,201.26
WRIGHT, CHAD	POLICE UNIFORM	118.78
**PAYROLL EXPENSES	1/26/2015 - 2/06/2015	68,736.72
TOTAL		293,321.04
	FUND TOTALS	
	001 GENERAL FUND	125,855.84
	110 ROAD USE TAX	42,770.84
	112 EMPLOYEE BENEFITS	15.48
	118 POLICE SPECIAL USES	55.00
	167 TIRRILL TRUST	133.49
	180 POLICE K9 FUND	51.73
	192 HOUSING ACQ/DEMOLITION	102.83
	196 LIBRARY GIFT & TRUST	55.29
	300 CAPITAL PROJECTS	11,889.04
	302 DOWNTOWN INCENTIVE	7,654.27
	307 WHITEWATER PARK PROJECT	648.00
	308 BIKEWAY/WALKWAY PROJECTS	1,959.25
	312 CDBG HOUSING GRANTS	257.10
	324 STREET PROJECTS	53,096.47
	325 FEMA CAPITAL PROJECTS	257.10
	326 SEWER CAPITAL IMPR	2,247.75

	600 WATER FUND	23,759.84
	610 SEWER FUND	22,511.72
	GRAND TOTAL	293,321.04

Monthly Revenues (as of 2/9/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	85,548.88	1,715,338.47
004-FRANCHISE FEES (2013)	-	228,336.21
110-ROAD USE TAX	-	280,664.90
112-EMPLOYEE BENEFITS	565.69	230,240.44
118-POLICE SPECIAL USES	5,432.00	9,130.91
119-EMERGENCY FUND	-	22,502.68
121-LOCAL OPTION SALES TAX	-	256,264.54
125-TAX INCREMENT FINANCING	-	249,229.06
167-TIRRILL TRUST	-	15,073.28
180-POLICE K9 FUND	-	3,850.07
182-PARK GIFT & TRUST	-	1,854.55
184-PARK IMPROVEMENT	-	411.11
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	930.17
190-SEWER REPLACEMENT	-	4,925.81
191-UTILITY DEPOSIT TRUST	450.00	6,375.00
192-HOUSING ACQ/DEMOLITION	-	272.96
193-LORA STEWART TRUST	-	3.68
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	356.67	12,477.22
197-STREET EQUIPMENT RESERVE	-	164,331.29
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	374,234.02
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	3,866.71
307-WHITewater PARK PROJECT	-	25,000.00
308-BIKEWAY/WALKWAY PROJECTS	-	40,000.00
309-STREET IMPROVEMENT	-	104,869.82
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	6,267.30	733,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	40,023.24	491,748.15
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	72,762.72	698,666.25
615-SEWER DEBT SERVICE	-	227,383.14
TOTAL	211,406.50	6,307,663.21

Council Member Stelken arrived at 5:06pm.

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on the Proposed Contract Documents and Estimated Cost for the 2015 Street Project

Mayor Kramer opened the Public Hearing at 5:06pm.

City Manager Vick reviewed the scope of the project with those present.

There being no oral comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:08pm.

4.2 R-014-2015 Resolution Finally Approving & Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the 2015 Street Improvement Project

Motion by Behnken, seconded by Stelken to adopt R-014-2015 Resolution Finally Approving & Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the 2015 Street Improvement Project. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Struble. NAYS: None.

4.3 R-015-2015 Resolution Awarding Contract for the 2015 Street Improvement Project

Mayor Kramer informed the Council that four bids had been received for the 2015 Street Improvement Project with the lowest bid of \$1,538,381.90 received from Top Grade Excavating. Mayor Kramer noted the low bid did come in 1.8% over the engineers estimate.

The Council discussed the bids received, unit prices, phases, and timeline for the project/

Motion by Behnken, seconded by Struble to adopt R-015-2015 Resolution Awarding Contract for the 2015 Street Improvement Project. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Stelken. NAYS: None.

5. Regular Agenda Items

5.1 Building Code Updates

Taylor Matteson, Planning & Project Coordinator, discussed updates to the City's building, electrical, and plumbing codes with the Council. Matteson also presented the Council with proposed changes to the building permit fee schedule. The Council reviewed handouts provided and discussed the changes.

The Council agreed that staff should work with the City Attorney to formalize the proposed changes and bring back to a future Council meeting for approval.

5.2 Audit for Fiscal Years Ending June 30, 2015; June 30, 2016; & June 30, 2017

Mayor Kramer informed the Council that two proposals had been received for auditing services, and that the lowest proposed cost was submitted by Ridihalgh, Fuelling, Snitker, Weber & Co., the firm which the City has worked with on the previous three audits.

Motion by Stelken, seconded by Struble to proceed with the proposal from Ridihalgh, Fuelling, Snitker, Weber & Co. for the audits for the fiscal years ending June 30, 2015; June 30, 2016; and June 30, 2017. ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor. NAYS: None.

5.3 R-016-2015 Resolution Approving Agreement for Software Purchase with Data Technologies

Motion by Poynor, seconded by Behnken to adopt R-016-2015 Resolution Approving Agreement for Software Purchase with Data Technologies. ON CALL OF ROLL: AYES: Poynor, Behnken, Stelken, Struble. NAYS: None.

5.4 Franklin Street Brewing Outdoor Service Area Request

City Manager Vick informed the Council that Franklin Street Brewing has contacted the City to request the use of a portion of the City sidewalk adjacent to their business for an outdoor service area. City Manager Vick noted that last fall this discussion was held and the City Council adopted a Resolution to grant them temporary use of the sidewalk, however the use of the outdoor service area did not occur at that time.

Following discussion, the Council agreed to proceed with the temporary easement for Franklin Street Brewing, and review in the fall to determine how to proceed for the future. An easement will be prepared for approval at a future meeting.

6. Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City. Mr. Wicks also provided the Council with a letter addressing the City's recent concerns with engineering fees.

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick updated the Council on the Committee of the Whole meetings, noting that the plan is hold them at 7:00am on the Thursday prior to Council meetings. These meetings will replace the Water/Sewer Committee meetings and the Street Committee meetings, and will be similar to Council Work Sessions. The first Committee of the Whole meeting will be March 5th at 7:00am.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Stelken commented that he had been approached about having the Farmers Market relocate to the empty lot by Burger King on West Main Street, noting that it would not require a City street to be closed and would be in a visible location.

Izacc Anderegg, East Buchanan student, asked when construction was going to begin on the new Norby's location. Mayor Kramer responded that they hope to break ground this year.

Allison Kimball, East Buchanan student, asked how the Council chooses which streets to fix each year? City Manager Vick responded that the City's street department evaluates the streets throughout the community to determine which are in need of repair.

7.5 Mayor

None.

8. Information

The Council reviewed the correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Stelken, seconded by Behnken that the meeting adjourn at 5:52pm. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 23, 2015 5:00pm

1. Opening

1.1 Call to Order

Mayor Kramer called the meeting to order at 5:02pm.

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken (Council Member Behnken arrived at 5:24pm). Absent: Ron Struble.

1.3 Approval of the Agenda

Motion by Sherman, seconded by Poynor to approve the agenda as presented. ON CALL OF ROLL: AYES: Sherman, Poynor, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the February 9, 2015 City Council Meeting

2.2 R-019-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- the minutes of the February 4, 2015 Street Committee meeting
- the minutes of the February 5, 2015 Water/Sewer Committee meeting
- the minutes of the February 18, 2015 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal application for On Premise Class C Liquor License with Sunday Sales for Blue Collar Sports Bar
- Renewal application for Off Premise Class E Liquor License with Sunday Sales for Wal-Mart Store #1506

2.5 Ordinance 002-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regarding Placement of Dumpsters on City Right of Way, third consideration and final adoption

2.6 R-020-2015 Salary Resolution

2.7 Approve payment of claims totaling \$15,508.39 to Fehr Graham Engineering & Environmental

2.8 R-021-2015 Resolution Setting the date for Public Hearings on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder

2.9 Motion to set March 9, 2015 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget for Fiscal Year July 1, 2015 - June 30, 2016

2.10 Motion to set March 23, 2015 at 5:00pm as the date and time for a Public Hearing on the Proposed Contract Documents and Estimated Costs for the South 5th Street Project, Riverfront Trail Extension Project, West Marion Street Trail Project

2.11 R-022-2015 Resolution Approving Contract and Performance and/or Payment Bonds for the 2015 Street Improvements Project

2.12 R-023-2015 Resolution Approving Lease Agreement with Access Systems for Ricoh MP C4503 Copier

2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Sherman, seconded by Stelken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Sherman, Stelken, Poynor. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	354.70
AL'S ELECTRICAL SERVICE	CITY HALL LIGHT REPAIR	315.60
ALCOPRO DRUG & ALCOHOL	DRY GAS	209.00
ARBOR DAY FOUNDATION	ARBOR DAY MEMBERSHIP 2015	25.00
AWWA - REGION I	SPRING MEETING REGISTRATION	80.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,099.36
BAUMGARTNER GATE FACTORY, INC	OPERATING SUPPLIES	112.00
BOB STEPHEN MOTORS	SOCKET & SUPPLIES	25.19
BSN SPORTS	GYM WIPES	184.06
CITY OF MANCHESTER	CELL PHONE REIMBURSEMENT	7.50
CN RAILROAD	STORM WATER PIPELINE	750.00
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	539.52
COMELEC SERVICES, INC	WELL 8 ANTENNA REPAIR	126.75
COMPASS MINERALS	STREET SALT	2,031.27
COMPRESSED AIR & EQUIP CO INC	SOLENOID DRAIN	158.05
DATA TECHNOLOGIES, INC	SOFTWARE PURCHASE	25,995.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,022.80
DEMCO	LIBRARY MATERIALS	108.33
DON & WALT, LLC	PIPE	35.00
DON'S TRUCK SALES, INC	STERLING EXHAUST REPAIR	365.05
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,437.73
GEORGEN AUTO	PD: VEHICLE MAINTENANCE	317.40
GUDENKAUF TILING & EXCAVATING	HAUL SNOW 2/2/15	675.00
HAUSERS WATER CONDITION, INC	D-45	20.00
HAWKINS, INC.	CHEMICALS	289.70
HENDERSON TRUCK EQUIPMENT	VALVE AIR CONTROL	78.50
HERITAGE PRINTING	FD COPIES/TRAINING RECORDS	73.00
HOULIHAN SANITATION	GARBAGE/RECYCLING	21,259.29
IAMU	2015-16 DUES	709.05
INGRAM LIBRARY SERVICES, INC	LIBRARY MATERIALS	51.18
IOWA POLICE CHIEF'S ASSOCIATION	DUES	45.00
KARR, LLC	OFFICE SUPPLIES	191.95
MATTESON, TAYLOR	MILEAGE REIMB	200.10
MES - MIDAM	UNIFORM SUPPLIES	2,328.78
PAYROLL ACCOUNT	PAYROLL WAGES	47,537.53
PETERS LAW OFFICE	LEGAL FEES	333.00
PITNEY BOWES	POSTAGE REIMB	1,000.00
RADIO COMMUNICATIONS, INC	PAGERS	1,540.00
RECREATION ENGINEERING & PLANNING	WHITewater PARK PROJECT	9,240.00
REGIONAL FAMILY HEALTH	FIRE PHYSICAL, DRUG TESTING	140.00
SCHROEDERS CASH SUPPLY	WINDOW SUPPLIES	751.95
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	168.60
STATE HYGIENIC LABORATORY	LAB TESTS	173.00
SUPREME GREEN LAWN CARE	SNOW REMOVAL	2,075.00
TASER INTERNATIONAL, INC	BODY CAMERAS	2,832.10

TONKA WATER	PRESSURE TRANSDUCER	138.89
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,926.00
TRUMBLEE, DAVID	REIMB TRAVEL	54.15
UEMSI-UTECH ENVIRONMENTAL, INC	FELX STYLE BLADES	1,082.29
UNITED STATES TENNIS ASSOCIATION	MEMBERSHIP DUES	35.00
UNITY POINT CLINIC	DRUG TEST	37.00
US CELLULAR	CELL PHONE, MOBILE DATA	256.44
VAN METER INC	AMATRON LUMEN LED	227.19
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
WEINER'S STUMP REMOVAL	CHAIN SAW MAINTENANCE	302.00
WINDSTREAM	TELEPHONE/INTERNET	988.83
WRIGHT, CHAD	REIMB TRAVEL	21.02
ZEE MEDICAL, INC	SAFETY SUPPLIES	34.85
**PAYROLL EXPENSES	2/09/2015 - 2/20/2015	71,186.99
TOTAL		220,974.29
FUND TOTALS		
001 GENERAL FUND		128,303.05
110 ROAD USE TAX		31,312.27
118 POLICE SPECIAL USES		2,832.10
167 TIRRILL TRUST		31.39
192 HOUSING ACQ/DEMOLITION		91.76
196 LIBRARY GIFT & TRUST		17.38
300 CAPITAL PROJECTS		751.95
302 DOWNTOWN INCENTIVE		137.67
307 WHITEWATER PARK PROJECT		9,240.00
312 CDBG HOUSING GRANTS		229.46
324 STREET PROJECTS		750.00
325 FEMA CAPITAL PROJECTS		229.46
600 WATER FUND		24,392.09
610 SEWER FUND		22,655.71
GRAND TOTAL		220,974.29

Monthly revenues (as of 2/23/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	90,268.04	1,742,330.82
004-FRANCHISE FEES (2013)	-	240,589.31
110-ROAD USE TAX	-	327,190.40
112-EMPLOYEE BENEFITS	565.69	235,653.48
118-POLICE SPECIAL USES	6,432.00	10,131.65
119-EMERGENCY FUND	-	23,078.61
121-LOCAL OPTION SALES TAX	-	296,839.66
125-TAX INCREMENT FINANCING	-	253,365.18
167-TIRRILL TRUST	-	15,073.50
180-POLICE K9 FUND	-	3,851.37
182-PARK GIFT & TRUST	-	1,864.45
184-PARK IMPROVEMENT	-	510.56
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,107.60
190-SEWER REPLACEMENT	-	5,647.79

191-UTILITY DEPOSIT TRUST	525.00	6,375.00
192-HOUSING ACQ/DEMOLITION	-	336.35
193-LORA STEWART TRUST	-	4.26
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	409.37	12,567.31
197-STREET EQUIPMENT RESERVE	-	164,333.03
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	383,670.86
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	4,547.35
307-WHITEWATER PARK PROJECT	-	25,000.00
308-BIKEWAY/WALKWAY PROJECT	-	40,000.00
309-STREET IMPROVEMENT	-	107,975.68
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	6,267.30	733,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	53,487.62	505,570.72
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	84,335.82	710,384.97
615-SEWER DEBT SERVICE	-	260,486.08
TOTAL REVENUES	242,290.84	6,518,168.76

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on the following changes to the Manchester Code of Ordinances: the addition of Chapter 161 Site Plan Review; the repeal of Chapters 165-170 and replacement with Chapter 165 Zoning Ordinance

Mayor Kramer opened the Public Hearing at 5:10pm.

Mayor Kramer informed the Council that the Planning & Zoning Commission has met several times to review the ordinance changes, and at their last meeting on February 18, 2015, they recommended the Council proceed with approval of the zoning ordinance.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:11pm.

4.2 Ordinance 003-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Adding Chapter 161 - Site Plan Review

The Council discussed the site plan review process with City staff.

Motion by Poynor, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 003-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Adding Chapter 161 - Site Plan Review. ON CALL OF ROLL: AYES: Poynor, Stelken, Sherman. NAYS: None.

4.3 Ordinance 004-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Repealing Chapters 165-170 (Zoning Regulations) and Adding Chapter 165, Sections 1-29

City Manager Vick informed the Council that after two years of working through the zoning ordinance update, it is now ready for approval. City Manager Vick also informed the Council that the Planning & Zoning Commission had held a public hearing on the zoning ordinance on February 18, 2015, and recommends the Council proceed with adoption Ordinance 004-2015.

Motion by Stelken, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 004-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Repealing Chapters 165-170 (Zoning Regulations) and Adding Chapter 165, Sections 1-29. ON CALL OF ROLL: AYES: Stelken, Poynor, Sherman. NAYS: None.

5. Regular Agenda Items

5.1 Audit Presentation for Fiscal Year Ending June 30, 2014 - Ridihalgh, Fuelling, Snitker, Weber & Co., PC

Jeremy Lockard, Ridihalgh, Fuelling, Snitker, Weber & Co., P.C., provided the Council with the Audit Report for the Fiscal Year ending June 30, 2014. Mr. Lockard reviewed the report with the Council and also provided the Council with a management letter which included recommendations for the City to implement.

Council Member Behnken arrived at 5:24pm.

Motion by Poynor, seconded by Behnken to acknowledge receipt of the audit for the fiscal year ending June 30, 2014. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken. NAYS: None.

5.2 Fire Department Air Pack Grant Update, Chief Mike Ryan

Fire Chief Mike Ryan updated the Council on the Assistance to Firefighters Grant the Fire Department received to replace the department's self-contained breathing apparatus units. Chief Ryan stated that the grant would allow the department to replace 18 air packs and 24 face masks. The grant received was \$114, 200 and the department would be responsible for a 5% match. Chief Ryan then discussed with the Council the process the Fire Department went through to select the SCBAs to purchase.

Motion by Stelken, seconded by Behnken to approve proceeding with the purchase of SCBAs from Interspiro. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Sherman. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that he was working with staff to finalize the budget for next fiscal year.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Sherman noted that there was an Airport Meeting scheduled for February 27, 2015, that members of Good to Great would be traveling to Des Moines on February 25, 2015, and there would be a meeting with the River & Recreation Committee on February 26, 2015 to discuss the opening event.

7.5 Mayor

Mayor Kramer informed the Council that there would be a reception on March 4, 2015 honoring Manchester as the Iowa River Town of the Year as designated by Iowa Rivers Revival.

8. Information

The Council reviewed the correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Stelken, seconded by Behnken that the meeting be adjourned at 5:48pm. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Sherman. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Notes from the Manchester City Council Committee of the Whole Meeting
Thursday, March 5, 2015

1. Call to Order

Mayor Kramer called the committee meeting to order at 7:03am.

2. Roll Call

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

City Staff present: Jim Hauschild, Larry Schmidt, Chad Wulfekuhle, Taylor Matteson, Perry Peterson, Tim Vick, Erin Learn.

Also present: Ryan Wicks, Fehr Graham; Jason Wenger, The Burrington Group.

3. Agenda Items

3.1 Whitewater Park Project

City Manager Vick reviewed a handout with the final cost evaluation for the Whitewater Park Project. There are increased costs with structure #1 due to the depth of bedrock in that area and the sheet pilings required. The project costs were reviewed, funding options discussed, and what would happen to the water level if structure #1 wasn't done. Vick stated that if structure #1 is done, there will be no additional funding for bank improvements. Ryan Wicks will work on a change order for the project which will include the additional work for structure #1.

3.2 Trunk Sewer Line Project

Ryan Wicks noted that the project has been on hold due to the cold weather. Wicks also noted that due to the bedrock found in Tirrill Park, the starting point for the project was going to be moved up approximately 150 feet. A change order will be prepared which will show some cost savings due to this change.

3.3 2015 Street Project

Wicks stated that there had been a meeting with Top Grade and City staff on February 18, 2015 to review the project. Top Grade's goal is to move quickly on this project so they can get all of incentive pay being offered. Vick noted that Top Grade plans to have two crews working most of the time. Wicks also commented that he will be meeting with railroad next week regarding the easements for this project.

3.4 South 5th Street Project & 3.5 Bikeway/Walkway Projects

City Manager Vick stated the DOT letting for these projects will be on March 17, 2015. The bids received will be presented to the Council at the March 23, 2015 meeting. The project timelines and impact on school bus routes were discussed.

3.6 Engineering

City Manager Vick stated that the Council, during the goal setting session, identified reducing engineering costs as a priority. In reviewing alternatives, Vick requested Jason Wenger from The Burrington Group put together a proposal for general engineering services with monthly retainage.

Jason Wenger reviewed the proposal, noting this was just a starting point for discussions. The initial proposal would include a retainer of \$600 per month for general engineering service.

Ryan Wicks discussed the general engineering services provided by Fehr Graham and how that time is billed.

Discussion was held on the City projects and associated engineering costs, the process for City staff to contact the engineer, ways to reduce costs.

City Manager Vick will continue to work on this issue.

3.7 Budget Update

City Manager Vick noted that the levy rate will remain the same and there will be a public hearing on the proposed budget at Monday's City Council meeting.

3.8 Library Project

Vick reviewed the project, noting the library was looking to install a bench in the front with a concrete pad and sidewalk.

3.9 Hotel Correspondence

City Manager Vick reviewed the two letters received about the quality of the hotels. The issue was discussed.

4. Adjournment

The work session adjourned at 8:23am.



Erin Learn
City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 9, 2015 5:00pm

1. Opening

1.1 Call to Order

Mayor Kramer called the meeting to order at 5:01pm.

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Ron Struble. Absent: Connie Behnken.

1.3 Approval of the Agenda

Motion by Struble, seconded by Sherman to approve the agenda as presented. ON CALL OF ROLL: AYES: Struble, Sherman, Poynor, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the February 23, 2015 City Council Meeting

2.2 R-024-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- minutes of the February 27, 2015 Airport Committee meeting
- notes from the March 5, 2015 Committee of the Whole meeting
- February 2015 Statistical Report for the Library
- minutes of the February 12, 2015 Library Board meeting

2.4 Approve the request of Manchester Good to Great to close South Franklin Street from Main Street to Marion Street on Saturday, June 20, 2015 from 7:00am to 11:00pm for the Whitewater Park Opening Day activities

2.5 Approve the request of the Manchester Area Chamber of Commerce to block off the 100 block of South Tama Street on Saturday mornings from May 23, 2015 to October 3, 2015 for the Farmers Market

2.6 R-025-2015 Salary Resolution

2.7 Approve payment to Lucas Holdings, LLC in the amount of \$66,500.00 for costs associated with the demolition of 223 West Main Street

2.8 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Poynor, seconded by Stelken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Poynor, Stelken, Sherman, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	373.70
AFLAC	PAYROLL WITHHOLDINGS	354.70
ALLIANT ENERGY	ELECTRICITY	16,342.62
ALTORFER, INC	ALTERNATOR	182.22
BARRON MOTOR SUPPLY	SUPPLIES	24.58
BECKER, KRIS	FITNESS INSTRUCTOR	204.60
BLACK HILLS ENERGY	NATURAL GAS	5,125.34
BLUEGLOBES, LLC	REVOLVING LIGHT SUPPLIES	167.75
BOB STEPHEN MOTORS	09 IMPALA AIR BAG REPAIR	453.00

BOLSINGER, CHAD	BB OFFICIANT	20.00
BOUBIN TIRE	FLAT REPAIR	21.55
BROWN SUPPLY CO, INC	SAFETY VEST	66.00
BROWN, CECIL	VOLLEYBALL SUPERVISOR	96.00
CITY OF MANCHESTER-FLEX	FLEX PAYROLL WITHHOLDINGS	2,145.36
CLARK, ROD	SEIBERT HALL CLEANING	26.00
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	539.52
COMELEC SERVICES, INC	RADIO REPAIR	77.50
COMPASS MINERALS	STREET SALT	10,008.84
CORKERY, KATHY	REIMBURSE UNIFORM SUPPLIES	37.77
DATA TECHNOLOGIES, INC	USER GROUP MEETING	170.00
DAVIS, CHRISTIAN	SEIBERT HALL CLEANING	10.00
DEL CO FAIR SOCIETY	ROOM RENTAL	68.20
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	800.00
DOCUMENT DESTRUCTION, LLC	SHREDDING	43.00
DON & WALT, LLC	WASH BAY FURNACE	2,060.61
E.H. WACHS COMPANY	GAUGE, GASKET, KEYPAD	177.91
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,800.86
ELAM, JEFFREY	SEIBERT HALL CLEANING	24.00
EMBROIDERY PLACE	LOGO	4.25
FAREWAY STORES	DISTILLED WATER	7.12
FRASHER, JR., ROBERT E.	SEIBERT HALL CLEANING	23.00
HAUSERS WATER CONDITION, INC	D-45	20.00
IA DEPT OF PUBLIC HEALTH	2015 REGISTRATION	140.00
IA DEPT OF PUBLIC SAFETY	IOWA SYSTEM FY 2016	721.00
IA UTILITY ASSOC	SMART CONFERENCE	65.00
IDNR	WATER EXAM FEES	60.00
IDOT	STOP SIGN DAMAGES REPAIRED	109.70
IPERS	PAYROLL WITHHOLDINGS	20,835.31
J & R SUPPLY, INC	STREET PROJECT SUPPLIES	11,088.50
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	949.18
JONES, SCOTT	BB OFFICIANT	100.00
KARR, LLC	OFFICE SUPPLIES	320.99
KMCH	RADIO ANNOUNCEMENTS	250.00
LAHR REPAIR, INC	R&R TURBO DRYER VALVE	273.03
MARLA'S SCREEN PRINTS & MORE	PARK & REC SHIRTS	273.36
MEDIACOM	PHONE & INTERNET	333.84
METLIFE	LIFE INSURANCE	759.26
MORRISON, LAWSON	SEIBERT HALL CLEANING	26.00
MUSGROVE, CHANCE	SEIBERT HALL CLEANING	24.00
NE IA TELEPHONE SERVICE	OPERATING SUPPLIES	1,713.70
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	739.34
ONEIDA SIGNS, LLC	NAME TAGS	47.70
OSLER, CHAD	BB OFFICIANT	20.00
PALMER HARDWARE	OPERATING SUPPLIES	276.99
PAYROLL ACCOUNT	PAYROLL WAGES	56,338.18
PETERS LAW OFFICE	LEGAL FEES	850.00
POSTMASTER	UTILITY BILL POSTAGE	620.28
RADIOLOGY CONSULTANTS	WORK COMP PHYSICAL	65.00
RECREATION ENGINEERING & PLANNING	WHITewater PARK PROJECT	9,240.00
REGIONAL MEDICAL CENTER	WORK COMP PHYSICAL	139.00

RITCHISON, ROBERT	SEIBERT HALL CLEANING	32.00
RJ ENDER COMPUTERS	LAPTOP MAINTENANCE	55.00
SOLVERS, GARY	SEIBERT HALL CLEANING	11.00
STANDARD AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	47.20
STEGER, JOSHUA	BB OFFICIANT	60.00
TEAMSTERS LOCAL 238	UNION DUES	367.00
THE LOCK SHOP	LOCK CHANGES	245.80
THREE RIVERS FS	FUEL	4,340.50
TONKA WATER	REPAIR KIT	92.72
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,595.00
UEMSI-UTECH ENVIRONMENTAL, INC	FLEX STYLE BLADE	140.14
USA BLUE BOOK	LMI REPAIR KIT RPM-D98	819.09
VANTAGE TRANSFER AGENTS-305899	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	PD MOBILE DATA	218.19
VISION SERVICE PLAN	VISION INSURANCE	564.08
WELLMARK	HEALTH & DENTAL INSURANCE	18,648.35
WILSON, DUSTY	BB OFFICIANT	60.00
WINDSTREAM	TELEPHONE	36.97
**PAYROLL EXPENSES	2/23/2015 - 3/09/2015	82,357.92
TOTAL		278,217.92
	FUND TOTALS	
	001 GENERAL FUND	143,591.10
	110 ROAD USE TAX	45,043.80
	112 EMPLOYEE BENEFITS	(580.56)
	167 TIRRILL TRUST	7.47
	192 HOUSING ACQ/DEMO	114.14
	200 DEBT SERVICE	21.48
	300 CAPITAL PROJECTS	51.98
	302 DOWNTOWN INCENTIVE	171.21
	307 WHITEWATER PARK PROJECT	9,240.00
	312 CDBG HOUSING GRANTS	285.34
	324 STREET PROJECTS	11,143.50
	325 FEMA CAPITAL PROJECTS	285.34
	600 WATER FUND	23,736.98
	610 SEWER FUND	45,106.14
	GRAND TOTAL	278,217.92

Monthly revenues (as of 3/9/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	31,421.74	1,780,738.38
004-FRANCHISE FEES (2013)	-	254,559.68
110-ROAD USE TAX	-	372,608.92
112-EMPLOYEE BENEFITS	2,711.05	239,949.78
118-POLICE SPECIAL USES	400.00	12,844.22
119-EMERGENCY FUND	-	23,247.24
121-LOCAL OPTION SALES TAX	-	337,381.56
125-TAX INCREMENT FINANCING	-	255,564.21
167-TIRRILL TRUST	-	15,073.67
180-POLICE K9 FUND	-	3,852.37

182-PARK GIFT & TRUST	5,000.00	6,873.05
184-PARK IMPROVEMENT	-	588.39
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,246.96
190-SEWER REPLACEMENT	-	6,475.13
191-UTILITY DEPOSIT TRUST	675.00	7,050.00
192-HOUSING ACQ/DEMOLITION	-	385.65
193-LORA STEWART TRUST	-	4.86
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	94.35	12,692.16
197-STREET EQUIPMENT RESERVE	-	164,334.65
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	386,636.57
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	5,017.97
307-WHITEWATER PARK PROJECT	-	25,000.00
308-BIKEWAY/WALKWAY PROJECT	-	40,000.00
309-STREET IMPROVEMENT	-	107,976.03
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	733,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	47,790.76	553,569.90
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	79,703.20	790,186.80
615-SEWER DEBT SERVICE	-	297,331.18
TOTAL REVENUES	167,796.10	6,840,872.10

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on the Proposed Budget for Fiscal Year July 1, 2015 - June 30, 2016

Mayor Kramer explained the process the City went through in creating the budget, and thanked the City Council and City staff for the time spent in developing the budget for next fiscal year. Mayor Kramer opened the Public Hearing at 5:09pm.

Mayor Kramer informed the Council that the property tax levy rate proposed is \$15.57523, which is a slight reduction over the current year levy rate.

City Manager Vick reviewed the proposed budget with the Council and discussed the items that impacted the tax rate for the upcoming year.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:16pm.

4.2 R-026-2015 Resolution Adopting the Annual Budget for the Fiscal Year July 1, 2015 to June 30, 2016

Motion by Sherman, seconded by Struble to adopt R-026-2015 Resolution Adopting the Annual Budget for the Fiscal Year July 1, 2015 to June 30, 2016. ON CALL OF ROLL: AYES: Sherman, Struble, Poynor, Stelken. NAYS: None.

4.3 Public Hearing on Proposal to enter into General Obligation Refunding Loan Agreement
Mayor Kramer opened the Public Hearing at 5:17pm.

City Manager Vick informed the Council that there were two general obligation bonds issued in 2008, and both are now callable. Vick noted that by refunding the bonds, the interest rate would be lower, and the City would see a savings of approximately \$72,000. Vick also noted that the refunding would not extend the term of the bonds, and that one of the 2008 bonds would be paid off sooner.

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

4.4 R-027-2015 Resolution taking additional action to enter into a Loan Agreement, setting date for the sale of General Obligation Refunding Bonds, Series 2015 and authorizing the use of a preliminary official statement in connection therewith

Motion by Stelken, seconded by Poynor to adopt R-027-2015 Resolution taking additional action to enter into a Loan Agreement, setting date for the sale of General Obligation Refunding Bonds, Series 2015 and authorizing the use of a preliminary official statement in connection therewith. ON CALL OF ROLL: AYES: Stelken, Poynor, Sherman, Struble. NAYS: None.

5. Regular Agenda Items

5.1 Ordinance 003-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Adding Chapter 161 - Site Plan Review

Motion by Poynor, seconded by Struble to proceed with the second consideration and adoption of Ordinance 003-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Adding Chapter 161 - Site Plan Review. ON CALL OF ROLL: AYES: Poynor, Struble, Sherman, Stelken. NAYS: None.

5.2 Ordinance 004-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Repealing Chapters 165-170 (Zoning Regulations) and Adding Chapter 165, Sections 1-29

Motion by Stelken, seconded by Sherman to proceed with the second consideration and adoption of Ordinance 004-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Repealing Chapters 165-170 (Zoning Regulations) and Adding Chapter 165, Sections 1-29. ON CALL OF ROLL: AYES: Stelken, Sherman, Poynor, Struble. NAYS: None.

5.3 R-028-2015 Resolution Approving Change Order #2 (Whitewater Park Project)

City Manager Vick reviewed Change Order #2 with the Council, noting that a significant portion of the change order is related to the need to install sheet pilings under Structure #1. Vick informed the Council that Change Order #2 would increase the construction cost by \$431,046, and due to this increase there would be no money remaining for bank improvements. Vick also discussed with the Council the impact to the water level if Structure #1 was not done as part of the project.

Following discussion, motion by Sherman, seconded by Struble to adopt R-028-2015 Resolution Approving Change Order #2 (Whitewater Park Project). ON CALL OF ROLL: AYES: Sherman, Struble, Poynor, Stelken. NAYS: None.

5.4 Approve Pay Estimate #4 in the amount of \$317,247.75 to Taylor Construction Inc. for the Whitewater Park Project

Motion by Poynor, seconded by Sherman to approve Pay Estimate #4 in the amount of \$317,247.75 to Taylor Construction Inc. for the Whitewater Park Project. ON CALL OF ROLL: AYES: Poynor, Sherman, Stelken, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that he would be meeting with the Vision Iowa Board to amend the grant agreement to change the date for submittal of the first disbursement request. Vick also updated the Council on changes with the City's garbage hauler, and informed the Council that he would be at a conference March 18-20, 2015.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Stelken informed the Council that the Delaware County Solid Waste Commission would be holding a household hazardous waste and electronics clean up in August this year.

Council Member Sherman congratulated the City on the Iowa River Town of the Year award received last week.

Council Member Struble asked if the Quaker Mill Dam was going to be removed. City Manager Vick responded that Delaware County was working with the property owner to have the dam removed.

7.5 Mayor

None.

8. Information

The Council reviewed the correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Stelken, seconded by Sherman to adjourn the meeting at 5:38pm. ON CALL OF ROLL: AYES: Stelken, Sherman, Poynor, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 23, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Approval of the Agenda

Motion by Struble, seconded by Sherman to approve the agenda as presented. ON CALL OF ROLL: AYES: Struble, Sherman, Behnken, Poynor, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the March 9, 2015 City Council Meeting

2.2 R-029-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- the minutes of the March 9, 2015 Parks & Recreation Commission meeting
- the February 2015 Wastewater Treatment Plant Reports

2.4 Acknowledge receipt of the February 2015 Revenue & Expense Reports

2.5 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License for Beavers Lounge

2.6 R-030-2015 Resolution Amending Salary Resolution (Water, Police)

2.7 Approval of the appointment of Carol Burke and JoAnn Swinton to the Forestry Improvement Committee

2.8 Approve payment of claims totaling \$6,558.17 to Fehr Graham Engineering & Environmental

2.9 R-035-2015 A Resolution Establishing a Load Limit Upon Certain Streets in the City of Manchester, Iowa pursuant to Manchester City Code of Ordinances Chapter 66

2.10 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Stelken, seconded by Poynor to approve the Consent Agenda. ON CALL OF ROLL: AYES: Stelken, Poynor, Behnken, Sherman, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	373.70
AFLAC	PAYROLL WITHHOLDINGS	354.70
ALLIANT ENERGY	ELECTRICITY	16,342.62
ALTORFER, INC	ALTERNATOR	182.22
AMAZON	SUPPLIES & MATERIALS	316.87
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	620.89
BARD CONCRETE	CALCIUM CHLORIDE	127.00
BAUMGARTNER GATE FACTORY, INC	STREET SWEEPER REPAIRS	200.00
BECKER ELECTRIC, LLC	OUTSIDE LIGHT REPAIR	182.77
BECKER, KRIS	FITNESS INSTRUCTOR	204.60
BLACK HILLS ENERGY	NATURAL GAS	5,125.34
BLUEGLOBES, LLC	REVOLVING LIGHT SUPPLIES	167.75
BOB STEPHEN MOTORS	PD: VEHICLE REPAIR	453.00
BOLSINGER, CHAD	BB OFFICIANT	20.00
BOUBIN TIRE	FLAT REPAIR	21.55
BROWN SUPPLY CO, INC	SAFETY VEST	66.00
BROWN, CECIL	VOLLEYBALL SUPERVISOR	96.00
CDW GOVERNMENT	COMPUTER EQUIP	135.44
CENTER POINT	LIBRARY MATERIALS	124.02
CITA	DUES	25.00

CITY LAUNDERING	MAINTENANCE	208.95
COLE TRUCKING, LLC	SNOW REMOVAL	720.00
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	539.52
COMELEC SERVICES, INC	RADIO REPAIR	77.50
COMPASS MINERALS	STREET SALT	2,257.67
CORKERY, KATHY	REIMBURSE UNIFORM SUPPLIES	37.77
DATA FLOW	W-2 AND 1099 FORMS	378.81
DATA TECHNOLOGIES, INC	USER GROUP MEETING	170.00
DEL CO FAIR SOCIETY	BECKER ROOM USAGE	68.20
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,029.10
DEMCO	OFFICE SUPPLIES	170.20
DON & WALT, LLC	REPAIRS	2,635.85
E.H. WACHS COMPANY	GAUGE, GASKET, KEYPAD	177.91
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,466.55
EMBROIDERY PLACE	LOGO	4.25
FAREWAY STORES	SUPPLIES	64.15
FEHR GRAHAM	ENGINEERING FEES	15,508.39
FUNKE, ANGIE	BUILDING MAINTENANCE	71.50
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	87.97
GLANZ LANDING SPORTS	UNIFORM SUPPLIES	52.00
HARLAND TECHNOLOGY SERVICES	COMPUTER MAINTENANCE	729.50
HAUSERS WATER CONDITION, INC	D-45, BULK SALT	4,580.00
HAWKINS, INC.	CHEMICALS	414.44
HENDERSON TRUCK EQUIPMENT	WHELEN LIGHT	90.00
HONEY CREEK FURNITURE & FLOORING	OFFICE CHAIR WHEELS, CLEANER	71.40
HOULIHAN SANITATION	GARBAGE/RECYCLING	21,718.22
IA DEPT OF PUBLIC HEALTH	2015 REGISTRATION	140.00
IA DEPT OF PUBLIC SAFETY	IOWA SYSTEM FY 2016	721.00
IA FIRE CHIEFS ASSOC	MEMBERSHIP DUES	50.00
IA FIREFIGHTER'S ASSOCIATION	MEMBERSHIP FEES	752.00
IA UTILITY ASSOC	SMART CONFERENCE	65.00
IDNR	PERMIT FEE	350.00
INGRAM LIBRARY SERVICES, INC	LIBRARY MATERIALS	68.13
IOWA LEAGUE OF CITIES	CLERK HANDBOOK, MPI REGISTRATION	370.00
J & R SUPPLY, INC	STREET PROJECT SUPPLIES	11,088.50
JACKSON KAYAK, INC	KAYAKS (PAID FROM DONATION)	4,671.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	949.18
JONES, SCOTT	BB OFFICIANT	100.00
KARR, LLC	OFFICE SUPPLIES	809.26
KLEINSCHRODT, MARY	REIMBURSE SUPPLIES	128.47
KMCH	PUBLIC RELATIONS	250.00
KRAMER, MILT L	MILEAGE REIMBURSEMENT	94.30
LAHR REPAIR, INC	R&R TURBO DRYER VALVE	273.03
LAWSON PRODUCTS	SQUARE HANDLE	25.62
LOUGHREN, MELISSA	VOLLEYBALL SUPERVISOR	120.00
LUCAS HOLDINGS, LLC	DEMOLITION: 223 W MAIN ST	66,500.00
MARLA'S SCREEN PRINTS & MORE	PARK & REC SHIRTS	273.36
MAXFIELD RESEARCH INC	HOUSING MARKET STUDY	7,515.00
MEDIACOM	PHONE & INTERNET	333.84
MES - MIDAM	OPERATING SUPPLIES	4,672.30
MIDWEST TAPE	LIBRARY MATERIALS	652.45
NE IA TELEPHONE SERVICE	TV & MONITOR, SUPPLIES, ALARM MAINT	1,713.70
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	739.34
ONEIDA SIGNS, LLC	NAME TAGS	47.70

OSLER, CHAD	BB OFFICIANT	20.00
PALMER HARDWARE	BUILDING MAINTENANCE SUPPLIES	276.99
PAYROLL ACCOUNT	PAYROLL WAGES	45,993.33
PETERS LAW OFFICE	LEGAL FEES	1,126.00
PHYSICIANS CLINIC OF IOWA	FIRE: WORK COMP PHYSICAL	205.00
PITNEY BOWES	QUARTERLY POSTAGE	210.22
PRONTO MART	FUEL	12.85
RADIO COMMUNICATIONS, INC	RADIO REPAIR	472.40
REGIONAL MEDICAL CENTER	FIRE: WC PHYSICAL	126.40
RJ ENDER COMPUTERS	COMPUTER, SUPPLIES	996.00
SMOKE-EATER PUBLICATIONS	PUBLICATION	20.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	175.57
STANDARD AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	47.20
STATE HYGIENIC LABORATORY	LAB TESTS	728.50
STEGER, JOSHUA	BB OFFICIANT	60.00
SUNSHINE BOY WINDOW CLEAN	BUILDING MAINTENANCE	40.00
SUPREME GREEN LAWN CARE	SNOW REMOVAL	600.00
T & W GRINDING	COMPOST CONTRACT	8,250.00
TAYLOR CONSTRUCTION INC	PAY #4: WHITEWATER PARK	317,247.75
THREE RIVERS FS	FUEL	4,407.02
TONKA WATER	REPAIR KIT	92.72
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,840.00
TRI-TECH FORENSICS, INC	GLOVES, METH SWABS	66.71
TRUMBLEE, DAVID	UNIFORM REIMBURSEMENT	496.78
UEMSI-UTECH ENVIRONMENTAL, INC	FLEX STYLE BLADE	140.14
UPS	SHIPPING	353.56
US CELLULAR	CELL CHARGES	143.32
US POLICE CANINE ASSOCIATION	NARCOTICS REGISTRATION FEE	50.00
USA BLUE BOOK	LMI REPAIR KIT RPM-D98	819.09
VAN METER INC	BALLAST/24W	65.51
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	PD MOBILE DATA	218.19
VERLE'S HUNTING & FISHING SUPPLIES	L3 416 MODEL 4/15 MID LENGTH	95.00
VICK, TIMOTHY J	MILEAGE REIMB/VISION IOWA	189.75
WALMART COMMUNITY/GEGRB	SUPPLIES	414.31
WILSON, DUSTY	BB OFFICIANT	60.00
WINDSTREAM	TELEPHONE	978.04
WORLD OF BRONZE	CHILDREN READING STATUE	4,735.00
**PAYROLL EXPENSES	3/09/2015 - 3/23/2015	69,165.33
	TOTAL	660,552.78
	FUND TOTALS	
	001 GENERAL FUND	154,676.24
	110 ROAD USE TAX	34,854.91
	118 POLICE SPECIAL USES	135.44
	167 TIRRILL TRUST	31.39
	180 POLICE K-9 FUND	50.00
	182 PARK GIFT & TRUST	4,671.00
	192 HOUSING ACQ/DEMOLITION	66,591.76
	196 LIBRARY GIFT & TRUST	4,744.59
	200 DEBT SERVICE	21.48
	300 CAPITAL PROJECTS	51.98
	302 DOWNTOWN INCENTIVE	137.67
	307 WHITEWATER PARK PROJECT	319,091.75

	312 CDBG HOUSING GRANTS	229.46
	324 STREET PROJECTS	22,605.64
	325 FEMA CAPITAL PROJECTS	229.46
	326 SEWER CAPITAL IMPR	2,193.50
	600 WATER FUND	25,912.17
	610 SEWER FUND	24,324.34
	GRAND TOTAL	660,552.78

Monthly Revenues (as of 3/23/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	45,711.88	1,795,028.52
004-FRANCHISE FEES (2013)	-	254,559.68
110-ROAD USE TAX	-	372,608.92
112-EMPLOYEE BENEFITS	4,856.41	242,095.14
118-POLICE SPECIAL USES	461.01	12,905.23
119-EMERGENCY FUND	-	23,247.24
121-LOCAL OPTION SALES TA	-	337,381.56
125-TAX INCREMENT FINANCI	-	255,564.21
167-TIRRILL TRUST	-	15,073.67
180-POLICE K9 FUND	20.00	3,872.37
182-PARK GIFT & TRUST	8,000.00	9,873.05
184-PARK IMPROVEMENT	-	588.39
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,246.96
190-SEWER REPLACEMENT	-	6,475.13
191-UTILITY DEPOSIT TRUST	1,050.00	7,425.00
192-HOUSING ACQ/DEMOLITIO	-	385.65
193-LORA STEWART TRUST	-	4.86
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	1,094.10	13,691.91
197-STREET EQUIPMENT RESE	-	164,334.65
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	386,636.57
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	5,017.97
307-WHITEWATER PARK PROJE	-	25,000.00
308-BIKEWAY/WALKWAY PROJE	-	40,000.00
309-STREET IMPROVEMENT	-	107,976.03
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	733,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	56,486.46	562,265.60
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	93,131.40	803,615.00
615-SEWER DEBT SERVICE	-	297,331.18
TOTAL REVENUES	210,811.26	6,883,887.26

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on Proposed Contract Documents and Estimated Costs for the South 5th Street Improvement Project

Mayor Kramer opened the Public Hearing at 5:08pm.

City Manager Vick informed the Council that this was the white topping project on South 5th Street from Enterprise Avenue to Grant Street.

The Council discussed the project scope and timeline. There being no written correspondence on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:12pm.

4.2 R-032-2015 Resolution Awarding Contract for the South 5th Street Improvement Project

Mayor Kramer informed the Council that bids were accepted by the IDOT on March 17, 2015. Horsfield Construction was the low bidder with a bid of \$332,230.88, which was \$48,160.12 below the engineer's estimate.

Motion by Sherman, seconded by Struble to adopt R-032-2015 Resolution Awarding Contract for the South 5th Street Improvement Project. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

4.3 Public Hearing on Proposed Contract Documents and Estimated Costs for the West Marion Street Trail Project and the Riverfront Walkway Project

Mayor Kramer opened the Public Hearing at 5:14pm.

There being no written correspondence on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:15pm.

4.4 R-033-2015 Resolution Awarding Contract for the West Marion Street Trail Project and the Riverfront Walkway Project

Mayor Kramer informed the Council that bids were accepted by the IDOT on March 17, 2015 for the City's walkway projects. Tschiggfrie Excavating was the low bidder with a bid of \$297,001.71, which was \$61,418.29 below the engineer's estimate.

Motion by Behnken, seconded by Poynor to adopt R-033-2015 Resolution Awarding Contract for the West Marion Street Trail Project and the Riverfront Walkway Project. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.

5. Regular Agenda Items

5.1 R-031-2015 Resolution Awarding General Obligation Refunding Bonds, Series 2015

Maggie Burger, Speer Financial, reviewed the bids received with the Council. Three bids were received with the lowest bid received from UMB Bank with a true interest rate of 1.6854%.

Following discussion on the bids received, motion by Poynor, seconded by Struble to adopt R-031-2015 Resolution Awarding General Obligation Refunding Bonds, Series 2015. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken, Sherman, Stelken. NAYS: None.

5.3 Ordinance 003-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Adding Chapter 161 - Site Plan Review

Motion by Behnken, seconded by Stelken to proceed with the third consideration and final adoption of Ordinance 003-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Adding Chapter 161 - Site Plan Review. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Sherman, Struble. NAYS: None.

5.4 Ordinance 004-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Repealing Chapters 165-170 (Zoning Regulations) and Adding Chapter 165, Sections 1-29

Motion by Behnken, seconded by Stelken to proceed with the third consideration and final adoption of Ordinance 003-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, 2011, by Adding Chapter 161 - Site Plan Review. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.

5.5 Approval of Change of Scope Authorization Form with Fehr Graham Engineering & Environmental for the Trunk Sewer Replacement Project

City Manager Vick informed the Council that Fehr Graham has submitted a Change of Scope Authorization Form for work related to the Trunk Sewer Replacement Project. The City has two engineering agreements with Fehr Graham for this project, one for the drafting of easement agreements, plats and descriptions with a not to exceed cost of \$20,000 and the other for the work to develop plans, specifications, bid documents, bid letting, construction staking, and construction administration with a not to exceed clause of \$40,000. The Change of Scope Authorization Form would close the engineering agreement for the easement portion with a total cost of \$17,100, and then authorize an increase to the engineering for design and construction portion from a not to exceed \$40,000 to \$48,900. Fehr-Graham has requested the increase as this project was originally let last fall, in which the City received one bid and that bid was rejected, requiring the project to be re-evaluated for cost and to be rebid.

The Council discussed concerns with the increase in engineering costs, the not to exceed language in the engineering agreements, the reason for the two engineering agreements for this project, and issues with the project.

Following discussion, motion by Behnken, seconded by Poynor to approve the Change of Scope Authorization Form with Fehr Graham Engineering & Environmental for the Trunk Sewer Replacement Project. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.

5.2 Request for Special Exception to Livestock Restrictions from Sam Loecke for the property at 502 West Acers Street

Mayor Kramer informed the Council that Sam Loecke is requesting a Special Exception to the Livestock Restrictions, and noted that under the Code of Ordinances 55.09. Chapter 55, Animal Protection and Control, there is a provision which provides the City Council with the ability to grant special exceptions for bothersome animals (as defined) to be permitted within city limits, provided they meet certain restrictions. Mr. Loecke is requesting permission to have up to 12 laying hens on the property owned by his parents at 502 West Acers Street.

The Council discussed the request with Mr. Loecke, including the number of chickens and the type of pen they would be kept in.

Motion by Sherman, seconded by Struble to approve the request for Special Exception to the Livestock Restrictions as allowed under City Code Section 55.09 from Sam Loecke to have 12 chickens at the property located at 502 West Acers Street. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

5.6 R-034-2015 Resolution Approving Engineering Agreement

City Manager Vick informed the Council that the resolution approves an Engineering Agreement with Fox Engineering in the amount of \$3,000. The engineering agreement provides for assistance from Fox Engineering in the review and negotiations with the Iowa Department of Natural Resources regarding the ability for the Wastewater Treatment Facility to be reclassified. It is the goal of this review to evaluate the potential for a downgrade of the classification of the Treatment Plant from a Grade IV to a Grade III Plant. Fox Engineering will also assist the City in reducing the sampling requirements as outlined in the recently issued draft NPDES permit.

Motion by Sherman, seconded by Stelken to adopt R-034-2015 Resolution Approving Engineering Agreement. ON CALL OF ROLL: AYES: Sherman, Stelken, Behnken, Poynor, Struble. NAYS: None.

5.7 Storm Sewer Relocation - West Main Street

Mayor Kramer informed the Council that Lucas Holdings, L.L.C. is getting closer to constructing a new eye clinic on 223 West Main Street, and as part of the Development agreement with Lucas Holdings, the City had agreed to relocate the storm sewer that crosses through the upper 1/3 of the property.

City Manager Vick informed the Council that three quotes had been received for the relocation of the storm sewer, with the lowest original quote of \$30,455.20 received from Tschiggfrie Excavating. City Staff reviewed the quote with Tschiggfrie and asked them to price the project with a modification in the design of an intake, which lowered their quote to \$28,536.20. City Staff recommends accepting the quote of \$28,536.20 from Tschiggfrie Excavating.

Motion by Stelken, seconded by Behnken to accept the quote from Tschiggfrie Excavating in the amount of \$28,536.20 for the relocation of the storm sewer at 223 West Main Street. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Sherman, Struble. NAYS: None.

5.8 R-036-2015 Resolution Approving Temporary Easement for Sidewalk Cafe with Franklin Street Brewing Company

Following review, motion by Sherman, seconded by Poynor to adopt R-036-2015 Resolution Approving Temporary Easement for Sidewalk Cafe with Franklin Street Brewing Company. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken, Stelken, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that he would be meeting with the Delaware County Engineer and Burrington Group to see if either entity could perform the project inspections for the city on the IDOT projects (South 5th Street and the Bikeway Projects). City Manager Vick also requested a Personnel Committee meeting on April 3, 2015 and noted that there would be a Committee of the Whole meeting on April 9, 2015.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Struble commented that he had received a phone call on the lowering of the Tirrill Park backwaters and the resulting fish kill. City Manager Vick responded that the backwaters had been lowered for the Trunk Sewer Line Project, City Staff had worked with IDNR representatives in doing so, and that the fish kill had been anticipated.

7.5 Mayor

None.

8. Information

The Council reviewed the correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Poynor that the meeting be adjourned at 6:27pm. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 13, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Mary Ann Poynor, Dan Stelken, Ron Struble, Connie Behnken. Absent: Dean Sherman.

1.3 Approval of the Agenda

City Manager asked that Consent Agenda items 2.11 and 2.12 be removed from the agenda as the items were still in the process of being drafted. Motion by Stelken, seconded by Poynor to approve the agenda as amended. ON CALL OF ROLL: AYES: Stelken, Poynor, Behnken, Struble. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the March 23, 2015 City Council Meeting

2.2 R-037-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- the minutes of the March 12, 2015 Library Board meeting
- the March 2015 Statistical Report for the Library
- the March 2015 Wastewater Treatment Plant Reports
- the March 2015 Water Reports

2.4 Acknowledge receipt of the March 2015 Revenue & Expense Reports

2.5 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Fraternal Order of Eagles Aerie #3538

2.6 Approval of the appointment of Sarah Meyer to the Cable TV Commission

2.7 Approval of Downtown Incentive Program Grants (124 E. Fayette St.)

- Facade Program Grant in the amount of \$3,454.83 to Jim Fisher for the property at 124 E. Fayette St.
- Awning Program Grant in the amount of \$500.00 to Jim Fisher for the property at 124 E. Fayette St.

2.8 R-038-2015 Resolution Authorizing Call of Bonds, Approving a Loan Agreement and Providing for Issuance of \$1,375,000 General Obligation Corporate Purpose and Refunding Bonds, Series 2015A, and Providing for the Levy of Taxes to Pay the Same

2.9 R-039-2015 Resolution Approving Change Order #1 (Trunk Sewer Replacement Project)

2.10 Approve Pay Estimate #1 in the amount of \$88,421.50 to Tschiggfrie Excavating Company for the Trunk Sewer Replacement Project

2.11 R-042-2015 Resolution Approving an Increase in Building Permit Fees – **REMOVED FROM THE AGENDA**

2.12 Ordinance 007-2015 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Portions of the Code Pertaining to Building Codes Adopted – **REMOVED FROM THE AGENDA**

2.13 R-043-2015 Resolution Amending Salary Resolution (Library)

- 2.14 Review the decision of the Board of Adjustment to approve the exception request of Larry & Kathy Brunsman for the property at 131 E. Acers St.
- 2.15 R-044-2015 Resolution Approving and Authorizing Utility Write-Offs
- 2.16 Motion to set May 11, 2015 at 5:00pm as the date and time for a Public Hearing on the Zoning Map Update
- 2.17 R-045-2015 Resolution Approving Subordination Agreement (Flesch)
- 2.18 R-046-2015 Resolution Setting the date for Public Hearings to enter into General Obligation Loan Agreements and to Borrow Money Thereunder
- 2.19 R-047-2015 Resolution Waiving Right to Review Plat (Entsminger)
- 2.20 R-048-2015 Resolution for Disposal of Abandoned Bicycles
- 2.21 R-049-2015 Resolution Approving Engineering Agreement (Construction Observation)
- 2.22 R-050-2015 Resolution Approving Contract and Performance and/or Payment Bonds for the South 5th Street PCC Overlay Project
- 2.23 R-051-2015 Resolution Approving Contract and Performance and/or Payment Bonds for the PCC Trail Projects
- 2.24 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Behnken, seconded by Struble to approve the Consent Agenda. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Stelken. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER CARTRIDGES	217.65
ACCESS SYSTEMS LEASING	COPIER FEES	364.50
AFLAC	PAYROLL WITHHOLDINGS	709.40
ALLIANT ENERGY	ELECTRICITY	17,274.48
AMAZON	LIBRARY MATERIALS	461.15
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	2,547.66
BARD CONCRETE	CALCIUM CHLORIDE	127.00
BAUMGARTNER GATE FACTORY, INC	STREET SWEEPER SUPPLIES/REPAIR	200.00
BECKER ELECTRIC, LLC	OUTSIDE LIGHT REPAIR	182.77
BIBLIONIX, LLC	SUBSCRIPTION	3,000.00
BLACK HILLS ENERGY	NATURAL GAS	4,830.92
BLAKESLEY PROPERTIES, LLC	PROPERTY TAX REBATE	2,645.92
BROWN SUPPLY CO, INC	VALVES, BOXES & LIDS	6,804.00
BROWN TRAFFIC PRODUCTS	12" LED, PED, HAND, ITE	90.00
BUNTING, CLIFFORD D	MILEAGE REIMB	48.30
CASEY'S GENERAL STORE	SAFETY MEETING SUPPLIES	52.43
CCP INDUSTRIES	SAFETY GLASSES	72.10
CDW GOVERNMENT	COMPUTER SUPPLIES	135.44
CENTER POINT	LIB MATERIALS	248.04
CITA	DUES	25.00
CITY LAUNDERING	MAINTENANCE	294.37
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	2,145.36
CLARK, ROD	SEIBERT HALL MAINTENANCE	18.00
COLE TRUCKING, LLC	SNOW REMOVAL	720.00
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	1,079.04
COMELEC SERVICES, INC	RADIO REPAIR	302.50
DAVIS, CHRISTIAN	SEIBERT HALL MAINTENANCE	10.00
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	16.80

DEL CO SOLID WASTE COMMISSION	LANDFILL FEES	1,024.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	800.00
DELHI LUMBER	WOOD LATHE	22.47
DEMCO	OFFICE SUPPLIES	275.45
DEVANEY, JOHN	SEIBERT HALL MAINTENANCE	11.00
DOLAN INS AGENCY	ANNUAL INSURANCE PREMIUM	119,677.00
DON & WALT, LLC	BUILDING MAINTENANCE	657.24
DYERSVILLE COMMERCIAL, INC	WHITE WATER AD	128.00
EDGEWOOD AUTO & TIRE, LLC	TIRE REPAIR #20	229.56
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	36,395.27
ERICKSON CONSTRUCTION & EXCAVATION	SNOW REMOVAL	1,440.00
FAREWAY STORES	SUPPLIES	113.96
FEHR GRAHAM	ENGINEERING FEES	6,558.17
FISH SHACK	TANK MAINTENANCE	75.00
FOLEY, DOUG	MILEAGE TO IPRA	126.50
FRASHER, JR., ROBERT E.	SEIBERT HALL MAINTENANCE	10.00
FUNKE, ANGIE	MAINTENANCE	71.50
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	203.92
GEORGEN AUTO	PD: VEHICLE MAINTENANCE	57.84
GLANZ LANDING SPORTS	UNIFORM SUPPLIES	90.00
GUMDROP BOOKS, INC	LIBRARY MATERIALS	20.70
HAUSERS WATER CONDITION, INC	BULK SALT, D-45	4,580.00
HAWKINS, INC.	CHEMICALS	414.44
HENDERSON TRUCK EQUIPMENT	WHELEN LIGHT	90.00
HERITAGE PRINTING	ENVELOPES, LEISURE GUIDE	1,536.29
HONEY CREEK FURNITURE & FLOORING	CHAIR WHEELS, CLEANER	71.40
HOULIHAN SANITATION	GARBAGE/RECYCLING	10,882.81
IA FIRE CHIEFS ASSOC	MEMBERSHIP DUES	50.00
IA FIREFIGHTER'S ASSOCIATION	MEMBERSHIP FEES	752.00
IAMU	SAFETY WORKSHOP	600.00
IDNR	WATER CERTIFICATIONS	40.00
INGRAM LIBRARY SERVICES, INC	LIBRARY MATERIALS	98.00
IOWA LEAGUE OF CITIES	MUNICIPAL PROFESSIONALS INST	350.00
IOWA ONE CALL	ONE CALLS	18.30
IOWA PATCH	HIGH PERFORMANCE PATCH	1,433.60
IOWA PRISON INDUSTRIES	911 SIGNS & MOUNTINGS	1,215.40
IPERS	PAYROLL WITHHOLDINGS	19,665.40
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	137.98
KARR, LLC	OFFICE SUPPLIES	1,068.35
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	10,651.31
KMCH	AG WEEK	100.00
KOCH BROTHERS, INC	COPIER MAINTENANCE	76.95
KRAFT, SARAH M.	FITNESS INSTRUCTOR	50.40
LAWSON PRODUCTS	OPERATING SUPPLIES	25.62
LECHTENBERG JANITORIAL	JANITORIAL SUPPLIES	208.00
LOUGHREN, MELISSA	VOLLEYBALL SUPERVISOR	120.00
MANCHESTER CARQUEST	BATTERY	311.44
MANCHESTER PUBLIC LIBRARY	BINGO PROGRAM	20.00
MANCHESTER SIGNS	2015 STREETS: DETOUR SIGNS	510.86
MEDIACOM	PHONE & INTERNET	341.34
MES - MIDAM	SUPPLIES	4,672.30

METLIFE	LIFE INSURANCE	759.26
MIDWEST TAPE	LIBRARY MATERIALS	1,174.48
MORRISON, LAWSON	SEIBERT HALL MAINTENANCE	12.00
MUSGROVE, CHANCE	SEIBERT HALL MAINTENANCE	20.00
NE IA TELEPHONE SERVICE	ALARM FEES, SUPPLIES	2,726.90
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	814.43
NORTHWAY WELL & PUMP CO	WELL 6 VHS MOTOR REMOVAL	3,922.95
NRPA	NRPA MEMBERSHIP	165.00
OFFICE OF AUDITOR OF STATE	AUDIT FILING FEE	625.00
OVERDRIVE	LIBRARY MATERIALS	646.28
PALMER HARDWARE	OPERATING SUPPLIES	171.49
PAYROLL ACCOUNT	PAYROLL WAGES	101,177.54
PETERS LAW OFFICE	LEGAL FEES	969.95
PITNEY BOWES	QUARTERLY POSTAGE	369.22
POSTMASTER	UTILITY BILL POSTAGE	618.82
PRONTO MART	FUEL	12.85
RADIO COMMUNICATIONS, INC	RADIO REPAIR	472.40
RECORDED BOOKS	LIBRARY MATERIALS	75.00
RECREATION ENGINEERING & PLANNING	WHITEWATER PARK PROJECT	3,601.00
REGIONAL FAMILY HEALTH	FIRE: WORK COMP PHYSICAL	110.00
RIDIHALGH, FUELLING, SNITKER, WEBER &	ANNUAL AUDIT	6,500.00
RITCHISON, ROBERT	SEIBERT HALL MAINTENANCE	19.00
RIVER CITY STONE	3/16" SCREENINGS	95.07
RJ ENDER COMPUTERS	COMPUTER SUPPLIES	966.68
SCHOLASTIC LIBRARY PUBLISHING	SUBSCRIPTION	561.00
SCHUMACHER ELEVATOR CO, INC	ELEVATOR MAINTENANCE	151.69
SMOKE-EATER PUBLICATIONS	PUBLICATION	20.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	191.65
STANDARD AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	304.41
STATE HYGIENIC LABORATORY	LAB TESTS	728.50
STETSON BLDG PRODUCTS, INC	MAGNESIUM SCREED	331.88
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	40.00
SUPREME GREEN LAWN CARE	SNOW REMOVAL	600.00
T & W GRINDING	COMPOST CONTRACT	8,250.00
TEAMSTERS LOCAL 238	UNION DUES	367.00
THE PENWORTHY COMPANY, INC	LIBRARY MATERIALS	342.20
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	5,855.00
TREASURER, IOWA STATE UNIVERSITY	TRAINING	150.00
TRI-TECH FORENSICS, INC	GLOVES, METH SWABS	66.71
TRUMBLEE, DAVID	UNIFORM REIMBURSEMENT	496.78
TSCHIGGFRIE EXCAVATING	ENTERPRISE AVE REPAIR	23,945.13
UEMSI-UTECH ENVIRONMENTAL, INC	SEWER CAMERA UPGRADE SD DV	2,979.36
ULTRAMAX AMMUNITION	TACTICAL SLUGS	315.00
UPS	SHIPPING	416.69
US CELLULAR	MONTHLY CELL CHARGES	143.32
US POLICE CANINE ASSOCIATION	NARCOTICS REGISTRATION FEE	50.00
USA BLUE BOOK	WWTP LAB SUPPLIES	730.47
VAN METER INC	BALLAST/24W	65.51
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	1,343.20
VERIZON WIRELESS	PD: WIRELESS DATA	208.28
VERLE'S HUNTING & FISHING SUPPLIES	L3 416 MODEL 4/15 MID LENG	95.00

VICK, TIMOTHY J	REIMB MILEAGE	83.95
VISION SERVICE PLAN	VISION INSURANCE	564.08
WATERLOO/C.F. COURIER	RENEWAL	398.32
WEBER PAPER CO, INC	GARBAGE BAGS	94.95
WEINER'S STUMP REMOVAL	TREE REMOVAL	2,593.00
WELLMARK	HEALTH/DENTAL INSURANCE	21,552.09
WINDSTREAM	TELEPHONE	1,098.70
WORLD BOOK DIRECT MKTG	LIBRARY MATERIALS	48.40
WORLD OF BRONZE	CHILDREN'S STATUE	4,710.00
**PAYROLL EXPENSES	3/23/2015 - 4/10/2015	149,227.78
TOTAL		627,847.97
	FUND TOTALS	
	001 GENERAL FUND	427,269.32
	110 ROAD USE TAX	70,661.92
	112 EMPLOYEE BENEFITS	2,323.18
	118 POLICE SPECIAL USES	135.44
	167 TIRRILL TRUST	946.06
	180 POLICE K-9 FUND	50.00
	192 HOUSING ACQ/DEMOLITION	205.92
	196 LIBRARY GIFT & TRUST	4,811.56
	302 DOWNTOWN INCENTIVE	2,954.78
	307 WHITEWATER PARK PROJECT	4,117.75
	312 CDBG HOUSING GRANTS	514.82
	324 STREET PROJECTS	12,546.91
	325 FEMA CAPITAL PROJECTS	514.82
	326 SEWER CAPITAL IMPR	722.25
	600 WATER FUND	49,712.42
	610 SEWER FUND	50,360.82
	GRAND TOTAL	627,847.97

Monthly revenues (as of 4/13/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	32,511.54	1,877,365.14
004-FRANCHISE FEES (2013)	-	267,113.00
110-ROAD USE TAX	-	419,802.90
112-EMPLOYEE BENEFITS	565.69	254,339.36
118-POLICE SPECIAL USES	-	12,905.80
119-EMERGENCY FUND	-	24,401.18
121-LOCAL OPTION SALES TAX	-	373,846.24
125-TAX INCREMENT FINANCING	-	267,239.34
167-TIRRILL TRUST	-	15,073.84
180-POLICE K9 FUND	-	3,873.37
182-PARK GIFT & TRUST	700.00	10,581.04
184-PARK IMPROVEMENT	-	665.29
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,384.34
190-SEWER REPLACEMENT	-	7,165.23
191-UTILITY DEPOSIT TRUST	150.00	7,575.00
192-HOUSING ACQ/DEMOLITION	-	385.65

193-LORA STEWART TRUST	-	5.36
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	343.41	14,087.48
197-STREET EQUIPMENT RESERVE	3,180.00	167,516.10
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	433,288.92
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	5,318.29
307-WHITEWATER PARK PROJECT	-	25,000.00
308-BIKEWAY/WALKWAY PROJECT	-	40,000.00
309-STREET IMPROVEMENT	-	108,768.01
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	833,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	43,110.93	606,414.25
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	65,721.02	870,747.14
615-SEWER DEBT SERVICE	-	329,421.86
TOTAL REVENUES	146,282.59	7,383,966.90

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 Peter Schaul Appeal Request: Nuisance Snow Removal at 421 South Tama Street
Mayor Kramer referred the Council to the appeal received from Peter Schaul regarding snow removal charges imposed against his property at 421 South Tama Street.

City Attorney Jim Peters reviewed the charges with the Council and the nuisance procedures. The Council discussed with City Staff the process followed for nuisance snow removal.

Motion by Poynor, seconded by Behnken to acknowledge receipt of the appeal request from Peter Schaul for snow removal charges on 1/12/2015 for his property at 421 South Tama Street and uphold the snow removal charges of \$110.00. ON CALL OF ROLL: AYES: Poynor, Behnken, Stelken, Struble. NAYS: None.

5.2 Car Cruise/First Friday at Five Event

Mike Johnson, KMCH Radio, and Tom Amthauer, Country Cruisers, addressed the Council, stating that they would like to hold the annual Country Cruisers Car Show by the Chamber's First Friday at Five event on August 7, 2015. In order to do this, they are requesting permission to block off the 200 block of East Main Street, 100 block of South Tama Street, and the 200 block of East Delaware Street from 4:30pm – 9:00pm that evening.

Following discussion, motion by Stelken, seconded by Struble to approve the closure of the 200 block of East Main Street, 100 block of South Tama Street, and 200 block of East Delaware Street from 4:30pm –

9:00pm on August 7, 2015 for the Country Cruisers Car Show to be held in conjunction with the Chamber's First Friday at Five Event. ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor. NAYS: None.

5.3 R-040-2015 Resolution Approving Change Order #3 (Whitewater Park Project)

Mayor Kramer referred the Council to Change Order #3 in the amount of \$47,344 from Taylor Construction for additional work on Structure #1 to armor within the pool and downstream of the sheet pile cutoff wall to prevent toe erosion and structure failure.

Shane Sigle, Recreation Engineering and Planning (REP), reviewed the change order with the Council, explaining that the work was omitted in error from Change Order #2 but is necessary to maintain the integrity of Structure #1.

The change order was discussed at length, the Council expressed concern that this work had not been included with Change Order #2 and was an additional cost on top of the previous two change orders.

City Manager Vick informed the Council that Manchester Good to Great and Manchester Enterprises have committed to providing the City with the funds necessary to cover the cost of Change Order #3.

The Council also discussed with Mr. Sigle the progress with the Whitewater Park Project, timeframe for completion, and the additional work the project has required.

Jeff Ogden questioned if REP shouldn't have some responsibility for the cost of Change Order #3 as they were the primary engineer and knew the work was needed. Mr. Sigle responded that the drawings noted the armoring was required at a certain depth, and they thought Taylor Construction had included it in Change Order #2 but the language was misleading.

Council Member Behnken left at 5:39pm.

Jeff Ogden also asked if some of the fine sand in the piles could it be placed underneath and upstream of the bridge along the hillside for a beach area, rather than having it hauled out.

Following discussion, motion by Poynor, seconded by Struble to adopt R-040-2015 Resolution Approving Change Order #3 (Whitewater Park Project). ON CALL OF ROLL: AYES: Poynor, Struble, Stelken. NAYS: None.

5.4 P25 Radio Purchase

Mayor Kramer referred the Council to a memo from Police Chief Jim Hauschild regarding the P25 radio system upgrade, noting that Delaware County E911 has offered to purchase ten handheld units and six mobile units for the Manchester Police Department.

Chief Hauschild addressed the Council requesting permission to purchase an additional mobile radio, an additional handheld radio, and to pay for the installation of seven mobile radios in the police vehicles through RC Systems. Chief Hauschild stated he has money in his budget to cover this expense.

Motion by Stelken, seconded by Poynor to approve the quote from RC Systems for one mobile radio and one handheld radio at a cost of \$1,517.88, and the installation of seven mobile radios at a cost of \$3,500.00 for a total of \$5,017.88. ON CALL OF ROLL: AYES: Stelken, Poynor, Struble. NAYS: None.

5.5 R-041-2015 Resolution Amending Employee Handbook (Part Time Employees)
Motion by Struble, seconded by Poynor to adopt R-041-2015 Resolution Amending Employee Handbook (Part Time Employees). ON CALL OF ROLL: AYES: Struble, Poynor, Stelken. NAYS: None.

5.6 Ordinance 005-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Portions of the Code Regarding Dog License Requirements
City Manager Vick informed the Council that the proposed ordinance will provide for the lifetime licensing of dogs, rather than requiring a new license annually. The fee for the lifetime license will be \$20 for neutered dogs and \$50 for unneutered dogs.

Following discussion, motion by Stelken, seconded by Struble to proceed with the first consideration and adoption of Ordinance 005-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Portions of the Code Regarding Dog License Requirements. ON CALL OF ROLL: AYES: Stelken, Struble, Poynor. NAYS: None.

5.7 Ordinance 006-2015 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates
City Manager Vick reviewed the proposed rate increases with the Council, noting that the proposal is for an increase of \$0.25 per month to the base rate and an increase of \$0.25 per thousand usage for both water and sewer.

Motion by Poynor, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 006-2015 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates. ON CALL OF ROLL: AYES: Poynor, Stelken, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that the dollar amount in the motion approving the purchase and installation of the P25 radios was incorrect and the motion needed to be amended. Chief Hauschild stated the amounts are as follow: \$1,310.16 for the handheld radio, \$1,387.72 for the mobile radio and \$3,500.00 for the installation for a total of \$6,197.88.

Motion by Stelken, seconded by Poynor to amend the prior motion approving the quote from RC Systems for one mobile radio and one handheld radio at a cost of \$1,517.88, and the installation of seven mobile radios at a cost of \$3,500.00 for a total of \$5,017.88. ON CALL OF ROLL: AYES: Stelken, Poynor, Struble. NAYS: None.

Motion by Stelken, seconded by Poynor to approve the corrected quote from RC Systems for one mobile radio at a cost of \$1,387.72, one handheld radio at a cost of \$1,517.88, and the installation of seven

mobile radios at a cost of \$3,500.00 for a total of \$6,197.88. ON CALL OF ROLL: AYES: Stelken, Poynor, Struble. NAYS: None.

City Manager Vick discussed with the Council a request for acquisition/demolition funds to assist in the removal of a building at 200 South 2nd Street.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

Jeff Ogden addressed the Council asking if, with the proposed dog license ordinance, any thought had been given to charging a lesser rate for older dogs. Mr. Ogden also commented that the water and sewer funds had been self-sufficient in the past, and that rather than increase rates maybe the City should reduce the number of projects being done. Lastly, Mr. Ogden asked the Council to reconsider before changing building permit rates so that the City can be proactive and encourage building.

8. Information

The Council reviewed correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Struble, seconded by Stelken that the meeting be adjourned at 6:20pm. ON CALL OF ROLL: AYES: Struble, Stelken, Poynor. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Special Meeting of the City Council of the City of Manchester
Monday, April 20, 2015 5:00pm

1.1 Call to Order

Mayor Kramer called the meeting to order at 5:02 pm.

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Housing Acquisition/Demolition Fund Request - John Georgen

City Manager Vick reviewed the Housing Acquisition/Demolition Fund request from John Georgen for a property he acquired at 200 West Marion Street. Vick outlined the intent of the program and revisions to it through the years to accommodate demolition requirements. Discussion ensued on whether the requirements for asbestos testing and abatement procedures should be a qualifying expense as demolition cost under the program.

Motion by Behnken, seconded by Stelken to approve John Georgen's Housing Acquisition/Demolition Fund request, including asbestos testing and abatement; and to direct staff to revisit allowable expenses under this program, clearly stating what are eligible expenses under the program. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Sherman, Struble. NAYS: None.

1.4 R-052-2015 Resolution Approving Change Order #1 (2015 Street Project)

Ryan Wicks, Fehr-Graham, reviewed Change Order #1 for the 2015 Street Project with the City Council. The change order covers the cost to remove and install 180 linear feet of 24" diameter RCP along South 3rd Street. After televising the storm sewer, it was noted that there was a segment of pipe that has collapsed and created a large cavity in the right-of-way. The change order will increase the total construction cost of the 2015 Street Improvement project by \$25,355.50.

Councilmember Behnken left at 5:20pm.

Motion by Sherman, seconded by Struble to adopt R-052-2015 Resolution Approving Change Order #1 (2015 Street Project). ON CALL OF ROLL: Sherman, Struble, Poynor, Stelken. NAYS: None.

1.5 Adjournment

Motion by Struble, seconded by Poynor that the meeting be adjourned at 5:28pm. ON CALL OF ROLL: AYES: Struble, Poynor, Sherman, Stelken. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 27, 2015 5:00pm

1. Opening

1.1 Call to Order

Mayor Kramer called the meeting to order at 5:04pm.

1.2 Roll Call

Roll call of members present: Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: Dean Sherman.

1.3 Approval of the Agenda

Motion by Poynor, seconded by Struble to approve the agenda as presented. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the April 13, 2015 City Council Meeting and the April 20, 2015 Special City Council Meeting

2.2 R-053-2015 Resolution Approving Bills

2.3 Approval of the request of the Delaware County Fair Society to have a firework display on May 24, 2015 during the Hairball Concert

2.4 Approval of the request of the Delaware County Fair Society to have firework displays during the 2015 Delaware County Fair on the following dates: July 13, 2015; July 16, 2015; July 17, 2015

2.5 Ordinance 005-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Portions of the Code Regarding Dog License Requirements, second consideration and adoption

2.6 Approval of Pay Estimate #5 in the amount of \$543,552.00 to Taylor Construction Inc. for the Whitewater Park Project

2.7 R-054-2015 Resolution Amending Salary Resolution (Police)

2.8 Approve payment of claims totaling \$11,931.25 to Fehr Graham Engineering & Environmental for engineering services

2.9 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the City Council. Following discussion, motion by Behnken, seconded by Stelken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ADDOCO, INC	PLAYGROUND MULCH	1,338.75
AFLAC	PAYROLL WITHHOLDINGS	354.70
ALTORFER, INC	MAINTENANCE	1,151.00
BLACK HAWK CO HEALTH DEPARTMENT	ANNUAL FOOD SERVICE LICENSE	67.50
BLANK PARK ZOO	SUMMER READING PROGRAM	166.42
BROWN SUPPLY CO, INC	FIRE HYDRANT	6,168.00
BROWN, CECIL	VOLLEYBALL SUPERVISOR	210.00
BURRINGTON GROUP, INC	STORM SEWER: 223 W MAIN	1,092.75
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	2,145.36
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	539.52

DEL CO AUDITOR	GIS SERVICES	3,000.00
DEL CO RECREATION CENTER	DODGEBALL ROOM RENTAL	270.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	800.00
DOLAN INS AGENCY	ANNUAL INSURANCE PREMIUM	119,677.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,171.19
FANGMANN, LINDA	CPR REIMBURSEMENTS	400.00
GRUNDY NATIONAL BANK	DIRECT DEPOSIT FEES	60.00
HARLAND TECHNOLOGY SERVICES	ANNUAL MAINTENANCE CONTRACT	3,498.00
HAUSERS WATER CONDITION, INC	KEYSTONE REPAIR KIT	222.50
HAWKINS, INC.	CHEMICALS	370.22
HAYNES, CHARLES	GARDEN TILLING	75.00
HERITAGE PRINTING	SUMMER REGISTRATION FORMS	168.26
HOLIDAY INN-DES MOINES	KIDS FIRST CONFERENCE	302.40
IOWA ONE CALL	ONE CALLS	75.00
IOWA PRISON INDUSTRIES	STREET SIGNS	4,203.15
IPERS	PAYROLL WITHHOLDINGS	20,406.07
JACK'S UNIFORMS & EQUIPMENT	SUPPLIES	1,213.00
KARR, LLC	LABELS	15.90
MARLA'S SCREEN PRINTS & MORE	FD TSHIRTS	74.46
MES - MIDAM	GLOBE G-EXTREME	1,657.00
MIDAMERICA ADMINISTRATIVE & RETIREMENT	HRA CONTRIBUTIONS	1,457.76
PAYROLL ACCOUNT	PAYROLL WAGES	45,762.50
PEPSI COLA BOTTLING CO	COMPLEX SUPPLIES	2,252.76
RITE PRICE	OFFICE SUPPLIES	56.93
RJ ENDER COMPUTERS	PD COMPUTER	818.00
STATE HYGIENIC LABORATORY	LAB TESTS	151.00
SUNSHINE BOY WINDOW CLEAN	FD WINDOW MAINTENANCE	100.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	367.00
THREE RIVERS FS	FUEL	2,858.23
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,785.00
TSCHIGGFRIE EXCAVATING	PAY #1: TRUNK SEWER PROJECT	88,421.50
TYLER TECHNOLOGIES	BAR CODE SCANNER ANNUAL FEE	664.55
US CELLULAR	CELLULAR CHARGES	55.41
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
WALMART COMMUNITY/GECRB	SUPPLIES	344.43
WELLMARK	HEALTH/DENTAL INSURANCE	2,753.34
WELTER STORAGE EQUIPMENT, INC	STACK CHAIR FEET	40.00
WINDSTREAM	TELEPHONE	884.24
**PAYROLL EXPENSES	4/13/2015 - 4/24/2015	68,858.74
TOTAL		406,196.14
	FUND TOTALS	
	001 GENERAL FUND	245,627.47
	110 ROAD USE TAX	19,884.32
	112 EMPLOYEE BENEFITS	1,457.76
	167 TIRRILL TRUST	518.59
	192 HOUSING ACQ/DEMOLITION	1,206.89
	302 DOWNTOWN INCENTIVE	171.23
	312 CDBG HOUSING GRANTS	285.36
	324 STREET PROJECTS	12,721.90
	325 FEMA CAPITAL PROJECTS	285.36

	326 SEWER CAPITAL IMPR	88,421.50
	600 WATER FUND	18,978.80
	610 SEWER FUND	16,636.96
	GRAND TOTAL	406,196.14

Monthly Revenues (as of 4/27/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	86,806.57	1,931,660.17
004-FRANCHISE FEES (2013)	-	267,113.00
110-ROAD USE TAX	-	419,802.90
112-EMPLOYEE BENEFITS	2,711.05	256,484.72
118-POLICE SPECIAL USES	110.00	13,015.80
119-EMERGENCY FUND	-	24,401.18
121-LOCAL OPTION SALES TAX	-	373,846.24
125-TAX INCREMENT FINANCING	-	267,239.34
167-TIRRILL TRUST	-	15,073.84
180-POLICE K9 FUND	-	3,873.37
182-PARK GIFT & TRUST	1,825.00	11,706.04
184-PARK IMPROVEMENT	-	665.29
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,384.34
190-SEWER REPLACEMENT	-	7,165.23
191-UTILITY DEPOSIT TRUST	300.00	7,725.00
192-HOUSING ACQ/DEMOLITION	-	385.65
193-LORA STEWART TRUST	-	5.36
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	1,000.17	14,744.24
197-STREET EQUIPMENT RESERVE	3,180.00	167,516.10
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	433,288.92
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	5,318.29
307-WHITEWATER PARK PROJECT	30,000.00	55,000.00
308-BIKEWAY/WALKWAY PROJECT	-	40,000.00
309-STREET IMPROVEMENT	-	108,768.01
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	833,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	55,011.74	618,315.06
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	78,844.36	883,870.48
615-SEWER DEBT SERVICE	-	329,421.86
TOTAL REVENUES	259,788.89	7,497,473.20

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 Justin Scott request for consideration of adoption of anti-discrimination law

Justin Scott addressed the Council referring them to an anti-discrimination policy recently adopted by the City of Madison, Wisconsin. Mr. Scott discussed with the Council the possibility of Manchester adopting a similar policy or perhaps something on a lesser scale but with the same intent. Mr. Scott noted that he had read the correspondence from City Attorney Peters regarding his request, and understands the enforcement concerns identified.

The Council discussed with Mr. Scott and City Attorney Peters the proposed policy, enforcement of such a policy in a smaller community, the use of the Iowa Civil Rights Commission to pursue issues, and the Madison law.

Mr. Scott thanked the Council for their time and consideration.

5.2 Ordinance 006-2015 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates

Motion by Behnken, seconded by Struble to proceed with the second consideration and adoption of Ordinance 006-2015 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Stelken. NAYS: None.

5.3 R-055-2015 Resolution Approving Offer to Purchase Real Estate and Acceptance

Mayor Kramer informed the Council that City Staff has been working with Ruth Francois to purchase 2.5 acres of land she owns that is adjacent to the airport, noting the land is needed to accommodate the expansion of taxiway and additional hangars.

Following review, motion by Poynor, seconded by Stelken to adopt R-055-2015 Resolution Approving Offer to Purchase Real Estate and Acceptance. ON CALL OF ROLL: AYES: Poynor, Stelken, Behnken, Struble. NAYS: None.

5.4 Williams Street Water Tower Exterior Painting

The Council reviewed the quote from K & W Coatings to pressure wash and repaint the Williams Street Water Tower. The Council discussed the project and the logo "Home of the Hawks" on the water tower. City Manager Vick noted that the work would not begin until after July 1, 2015.

Motion by Behnken, seconded by Struble to approve the estimate of \$38,650 from K & W Coatings LLC to paint the exterior of the Williams Street Water Tower and to keep the existing "Home of the Hawks" logo. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Stelken. NAYS: None.

5.5 Well #8 Maintenance

City Manager Vick informed the Council that Water Superintendent Chad Wulfekuhle has obtained a quote from Northway Well and Pump to pull the Well #8 pump and extend the pitless adapter to meet the IDNR's recommended flood level. Vick discussed with the Council that as part of the maintenance, the pump needs to be replaced and Northway has recommended that the City replace the current 1800 rpm pump and motor with a 3600 rpm pump and motor. The City would see a savings of \$11,268.32 by going to the faster rpm motor, while still maintaining the pumping performance and capacity of the

previous pump. With the quote, it would appear that the City could expect the cost of this project to come in just under \$26,000. The City has budgeted \$45,000 for distribution maintenance.

Motion by Stelken, seconded by Behnken to approve the estimate from Northway Well and Pump Co. for Well #8 Maintenance, with Option 2 (3600 rpm equipment) at an estimated cost of just under \$26,000.00. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

City Attorney Peters updated the Council on a recent decision of the Iowa Court of Appeals regarding misdemeanors and requiring a court appointed attorney, noting this will likely be something the Council will need to address.

7.2 City Manager

None.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

Lisa Sifrit asked if residents were notified if water needed to be shut-off during an emergency situation, as the water had been shut-off for a period of time last week and she was not notified. City Manager Vick responded that the City tries to notify residents but in an emergency situation, there may not be time.

Justin Scott asked if the City had a Facebook page that they used to communicate with citizens. City Manager Vick responded that several City departments had a Facebook page but the City did not have a general Facebook page. Mr. Scott also asked about the Iowa Court of Appeals decision regarding misdemeanors and why there would be jail time. City Attorney Peters responded that in certain situations, a fight with injury or repeat offenders, that jail time may be warranted. Mr. Scott asked if the well replacement would have any impact on property owners. City Manager Vick responded that there would be no impact to property owners with the Well #8 maintenance.

8. Information

The Council reviewed the correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Stelken that the meeting be adjourned at 5:53pm. ON CALL OF ROLL:
AYES: Behnken, Stelken, Poynor, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 11, 2015 5:00pm

1. Opening

1.1 Call to Order

Mayor Kramer called the meeting to order at 5:03pm.

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken (Council Member Behnken arrived at 5:05pm), Ron Struble. Absent: None.

1.3 Approval of the Agenda

Motion by Struble, seconded by Sherman to approve the agenda as presented. ON CALL OF ROLL: AYES: Struble, Sherman, Poynor, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the April 27, 2015 City Council Meeting

2.2 R-056-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- the April 2015 Wastewater Reports
- the minutes of the May 4, 2015 Parks & Recreation Commission meeting
- the minutes of the April 9, 2015 Library Board meeting
- the April 2015 Library Statistical Report

2.4 R-057-2015 Resolution to Dedicate May as Military Appreciation Month

2.5 Liquor License Applications

- Off Premise Class B Native Wine Permit with Outdoor Service and Sunday Sales for Widner Drug & Gift

2.6 Commercial Incentive/Downtown Incentive Grants

- Facade Grant in the amount of \$7,500 to Jason Nolz for the property at 953 E. Main St.
- Facade Grant in the amount of \$11,250.00 to Main Street Investments for the property at 101 S. Franklin St.
- Facade Grant in the amount of \$1,075.29 to Ardith Haring for the property at 101 S. Franklin St.

2.7 Ordinance 005-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Portions of the Code Regarding Dog License Requirements, third consideration and final adoption

2.8 Approval of the closure of the 100 block of South Franklin Street on May 21, 2015 at 5:00pm for the West Delaware Middle School "Jazz in the Streets" event

2.9 R-058-2015 Resolution Amending Salary Resolution (Seasonal)

2.10 Motion to approve the appointment of the following individuals to the Housing Committee: Connie Behnken, Ron Struble, Don Loecke, Donna Boss, Josh Demmer, Wes Schulte, Teresa Greve, Linda Bessey, Alison Kass. City Staff: Tim Vick, Jim Hauschild, Taylor Matteson

2.11 Motion to approve the appointment of the following individuals to the Sesquicentennial Steering Committee: Milt Kramer, Connie Behnken, Mary Ann Poynor, Jack Klaus, Tony Monaghan, Shelly Schrader, John Dolan, Tony Ede, Jason Wenger, Jill Carpenter, Rich McMahon, Mike Morrison, Janelle Tucker (KMCH), Lori Schulte-Trenkamp (The Manchester Press). City Staff: Erin Learn, Tim Vick, Laura Thomas, Julie Schmitz

2.12 Approval of Pay Estimate #2 in the amount of \$211,887.88 to Tschiggfrie Excavating for the Trunk Sewer Replacement Project

2.13 Approval of Pay Estimate #1 in the amount of \$243,459.14 to Top Grade Excavating for the 2015 Street Improvement Project

2.14 Approval of the Consent Agenda

Council Member Behnken arrived at 5:05pm.

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Sherman, seconded by Struble to approve the Consent Agenda. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	54.95
ACCESS SYSTEMS LEASING	COPIER FEES	341.45
AFLAC	PAYROLL WITHHOLDINGS	354.70
AHTS ARCHITECTS, PLC	RIVERFRONT MASTER PLAN	5,113.50
ALLIANT ENERGY	ELECTRICITY	16,808.66
ANDERSON WELDING	METAL SHAFT	51.97
AUTOMATION ENGINEERING, LTD	RADIO SERVICE REPAIR	1,481.50
BARD CONCRETE	CONCRETE	356.00
BECKER ELECTRIC, LLC	BOILER HOOKUP	388.88
BECKER, KRIS	FITNESS INSTRUCTOR	126.00
BLACK HILLS ENERGY	NATURAL GAS	1,971.46
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	539.52
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	42.00
DIAMOND VOGEL PAINTS	POOL PAINT	847.06
DON & WALT, LLC	MAINTENANCE SUPPLIES	60.89
DYERSVILLE COMMERCIAL, INC	PUBLICATION EXPENSE	3.84
ED ROEHR SAFETY PRODUCTS, INC	AIR CARTRIDGE, BATTERY	205.30
EDGEWOOD OIL, INC.	OIL	550.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,369.42
EMC INSURANCE COMPANIES	WORK COMP DEDUCTIBLE	145.24
ENGINEERED EQUIPMENT SOLUTIONS INC	WWTP: UV SUPPLIES	4,311.25
ERIN LEARN: PETTY CASH	COMPLEX: START-UP CASH	200.00
FANGMANN, LINDA	REIMB CPR SUPPLIES	50.00
FAREWAY STORES	COMPLEX SUPPLIES	153.76
FARNER-BOCKEN CO.	COMPLEX SUPPLIES	1,853.63
FEHR GRAHAM	ENGINEERING	11,931.25
FINK, MARK	HAUL SNOW	1,600.00
GALLS	LOCKOUT TOOL KIT	82.94
GEORGEN AUTO	PD: VEHICLE MAINTENANCE	77.86
HARLAND TECHNOLOGY SERVICES	WATER: COMPUTER REPAIR	300.00
INT'L ASSOC CHIEFS OF POLICE	MEMBERSHIP	150.00
ISU	FIRE: TRAINING	100.00
J & R SUPPLY, INC	OPERATING SUPPLIES	1,988.55
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	92.59
KARR, LLC	OFFICE SUPPLIES	83.83
KLEINSCHRODT, MARY	SHIELD TRAINING	9.54
KMCH	RADIO ANNOUNCEMENTS	300.00

KRAMER, MILT L	MILEAGE REIMBURSEMENT	86.25
LAHR REPAIR, INC	CLAMPS	15.86
LAWSON PRODUCTS	OPERATING SUPPLIES	125.64
LEARN, ERIN	MILEAGE REIMBURSEMENT	83.95
MANCHESTER ANIMAL MEDICAL CENTER	POUND SUPPLIES	60.00
MATTESON, TAYLOR	TRAVEL REIMBURSEMENT	88.24
MEDIACOM	PHONE & INTERNET	683.03
MES - MIDAM	HOSE/FAIRGROUNDS	149.50
METLIFE	LIFE INSURANCE	759.26
NE IA TELEPHONE SERVICE	OFFICE SUPPLIES, SERVICE CALL	214.88
NEIRL	2015 DUES	25.00
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	1,071.22
OASIS PUMP SERVICE	HAUL SNOW	2,610.00
PALMER HARDWARE	OPERATING SUPPLIES	402.46
PAYROLL ACCOUNT	PAYROLL WAGES	46,082.88
POOL TECH, INC	CHEMICALS	3,689.96
POSTMASTER	UTILITY BILL POSTAGE	530.83
REGIONAL MEDICAL CENTER	FIRE: WORK COMP PHYSICAL	279.00
RUNDE FORD, CHRYSLER, DODGE, JEEP	SOCKET	15.23
TAYLOR CONSTRUCTION INC	WHITewater PARK PROJECT	543,552.00
THOMAS, LAURA	MILEAGE REIMBURSEMENT	74.52
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,838.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	PD MOBILE DATA	204.88
VICK, TIMOTHY J	MILEAGE REIMBURSEMENT	164.45
VISION SERVICE PLAN	VISION INSURANCE	564.08
WESSELS TUCKPOINTING	WWTP GRIND STUMPS	187.50
WINDSTREAM	TELEPHONE	18.44
ZEE MEDICAL, INC	COMPLEX SUPPLIES	47.05
**PAYROLL EXPENSES	4/27/2015 - 5/08/2015	69,392.42
TOTAL		744,785.67
	FUND TOTALS	
	001 GENERAL FUND	111,031.42
	110 ROAD USE TAX	23,859.58
	112 EMPLOYEE BENEFITS	95.32
	167 TIRRILL TRUST	542.36
	192 HOUSING ACQ/DEMOLITION	91.76
	302 DOWNTOWN INCENTIVE	137.67
	307 WHITewater PARK PROJECT	549,167.25
	312 CDBG HOUSING GRANTS	229.46
	324 STREET PROJECTS	10,465.25
	325 FEMA CAPITAL PROJECTS	229.46
	326 SEWER CAPITAL IMPR	816.25
	600 WATER FUND	21,864.86
	610 SEWER FUND	26,255.03
	GRAND TOTAL	744,785.67

Monthly Revenues (as of 5/11/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	52,270.33	2,656,424.08
004-FRANCHISE FEES (2013)	71,474.86	350,281.58
110-ROAD USE TAX	23,400.32	480,416.35
112-EMPLOYEE BENEFITS	565.94	390,848.77
118-POLICE SPECIAL USES	-	13,016.51
119-EMERGENCY FUND	-	38,638.12
121-LOCAL OPTION SALES TAX	36,300.07	446,647.44
125-TAX INCREMENT FINANCING	-	437,177.22
167-TIRRILL TRUST	-	15,074.05
180-POLICE K9 FUND	-	3,874.62
182-PARK GIFT & TRUST	2,152.00	13,867.70
184-PARK IMPROVEMENT	-	761.07
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,555.29
190-SEWER REPLACEMENT	-	8,144.02
191-UTILITY DEPOSIT TRUST	300.00	8,025.00
192-HOUSING ACQ/DEMOLITION	-	25,385.65
193-LORA STEWART TRUST	-	5.94
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	234.35	15,014.78
197-STREET EQUIPMENT RESERVE	-	167,517.81
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	2,025,699.15
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	5,822.17
307-WHITEWATER PARK PROJECT	455,000.00	510,000.00
308-BIKEWAY/WALKWAY PROJECT	-	40,000.00
309-STREET IMPROVEMENT	-	114,830.44
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	833,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	42,564.71	662,577.26
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	78,057.39	962,084.49
615-SEWER DEBT SERVICE	-	377,859.09
TOTAL	762,319.97	11,011,231.37

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on entering into Essential Purpose Loan Agreement in an amount not to exceed \$1,500,000

Mayor Kramer opened the Public Hearing at 5:10pm.

Mayor Kramer informed the Council that this loan was for the purpose of constructing street, water system, sanitary sewer system, storm water drainage and sidewalk improvements related to the 2015 Street Improvement Project

Ken Breckenfelder, 509 E. Butler St., asked when money is borrowed, how does the City get funds to pay for it? City Manager Vick responded that the funds for this bond issue would be paid from the debt service levy which is a portion of property tax levy. Council Member Sherman commented that the City's debt is monitored by an outside firm to ensure the City is getting the best rates and maintaining an appropriate debt level.

Mr. Breckenfelder asked how the City would pay for the debt as it didn't appear the City had enough property taxes to pay for their obligations. City Manager Vick explained that the City has other funding sources besides property taxes to pay their obligations, these include local option sales taxes, franchise fees, water fund and sewer funds, and Road Use Tax funds.

Mr. Breckenfelder also commented that he did not feel the City should borrow money without a vote of the people, and expressed concern about the level of debt. City Attorney Peters advised that the City is required to hold a public hearing every time debt is being issued, and that the process is very regulated by the State.

The Council discussed the City's debt and the types of debt, the review of the City's finances annually by the auditor, and the use of the funds.

There being no further oral comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:28pm.

4.2 Public Hearing on entering into General Purpose Loan Agreement in an amount not to exceed \$500,000

Mayor Kramer opened the Public Hearing at 5:29pm.

Mayor Kramer informed the Council that this loan was for the purpose of constructing the West Marion Street Trail and the Riverfront Trail Extension and for completion of the Whitewater Park Project.

Ken Breckenfelder, 509 E. Butler St., asked who was requesting the walkways and if they were necessary. Mayor Kramer commented that many communities are putting in walkways. Council Member Behnken noted that when trying to attract businesses, companies ask about recreational opportunities in the community and that the City needs to be all encompassing to attract all age groups. Council Member Sherman also commented that when Good to Great did their initial surveys, one of the top responses was that we need to develop our community as a destination to attract people.

Lisa Sifrit, 105 Seeley St., commented that she has friends in other rural areas of Iowa that are envious of the recreational opportunities available in Manchester that their communities don't have.

Mr. Breckenfelder commented that he is aware of two older people who had to re-roof their homes last year, and asked if the City had programs to assist with home improvements? City Attorney Peters advised that the City has had numerous CDBG grants over the years to assist property owners with home improvements.

Curt Meiner, 702 E. Howard St., stated he had questions regarding the Whitewater Park cost overruns. Mr. Meiner asked why the water main was not located before project started. City Manager Vick responded that the City had a general idea of where the main was but had no way to know what depth it was until the project started. City Manager Vick also noted that the location of Structure #6 had to be adjusted because of the railroad right-of-way.

Mr. Meiner also asked why it wasn't known before the project started that there was no bedrock for 20+ feet at Structure #1. City Manager Vick responded that the City could have had a barge put in and done sampling prior to the project, however due to the cost, the Council decided to wait until the project was underway to verify the depth.

Mr. Meiner commented that it seems like the cost for projects keeps increasing due to additional change orders.

There being no further oral comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:43pm.

4.3 R-059-2015 Resolution taking additional action to enter into Loan Agreements, combining Loan Agreements, setting date for the sale of General Obligation Corporate Purpose Bonds, Series 2015B and authorizing the use of a preliminary Official Statement in connection therewith Motion by Behnken, seconded by Stelken to adopt R-059-2015 Resolution taking additional action to enter into Loan Agreements, combining Loan Agreements, setting date for the sale of General Obligation Corporate Purpose Bonds, Series 2015B and authorizing the use of a preliminary Official Statement in connection therewith. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Sherman, Struble. NAYS: None.

4.4 Public Hearing on the proposed Zoning Map Update
Mayor Kramer opened the Public Hearing at 5:44pm.

City Manager Vick informed the Council that the zoning map is being updated to reflect the new zoning classifications in the recently adopted zoning ordinance.

There being no oral comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:48pm.

5. Regular Agenda Items

5.1 Tirrill Park Back Water Request

Mayor Kramer referred the Council to a request from several property owners along the Sewer Trunk Line Project that the City keep the back water level low for the next few months to allow the grass seeding time to grow and establish.

The Council discussed the level of the back water, IDNR feedback, the goose population and the impact on the seeding, and the impact on the fish. Following discussion, the Council agreed to defer action until the next meeting to get additional feedback.

5.2 Ordinance 006-2015 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates

Motion by Behnken, seconded by Struble to proceed with the third consideration and final adoption of Ordinance 006-2015 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Sherman, Stelken. NAYS: None.

5.3 New Furnace & Central Air for 2nd Floor City Hall/Police Department

Police Chief Jim Hauschild referred the Council to his memo regarding the need for additional office space for the Lead Dispatcher Loretta Welcher. Chief Hauschild informed the Council that there is room on the 2nd floor but that the area needs to have the furnace and air conditioning updated. Chief Hauschild reviewed with the Council the quote from Delaware County Plumbing and Heating to install the heating and cooling unit for \$5,100.00 and the quote from Al Cook Electric for electrical work that will be needed in the amount of \$518.00, for a total estimated cost of \$5,618.00. The cost would be split between the Police Department and City Hall.

Motion by Sherman, seconded by Stelken to approve the installation of a new furnace and central air conditioning on the 2nd floor of City Hall/Police Department at an estimated cost of \$5,618.00. ON CALL OF ROLL: AYES: Sherman, Stelken, Behnken, Poynor, Struble. NAYS: None.

5.4 Security Door Installation - Police Department/Communication Center

Police Chief Jim Hauschild informed the Council that the door from the lobby to the Police and Communications Center offices is in need of replacement due to wear and safety concerns. Chief Hauschild has obtained a quote from LBSI in the amount of \$2,458.00 to replace the door and a quote from NE Iowa Telephone in the amount of \$473.00 to install an electronic key pad and fob system. The cost for the project would be split between the Police Department and Communications Center budgets.

Motion by Poynor, seconded by Behnken to approve the quote from LBSI in the amount of \$2,458.00 to replace the door and the quote from NE Iowa Telephone in the amount of \$473.00 to install an electronic key pad and fob system for the Police Department/Communications Center. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.

5.5 Snow Plow Wing Purchase

City Manager Vick informed the Council that the dump truck the City purchased in November 2014 included a snow plow with a mid-mount plow wing. This is the first truck the City has with the wing, and after review of the performance of the new truck over this past winter, City Staff feels it would be beneficial to have another truck with a mid-mount plow wing. The Fiscal Year 2015/2016 budget does not include the purchase of a new dump truck and snow plow. However, after discussion with Street Superintendent Larry Schmidt on the performance of the new truck, staff would like to proceed with the purchase of a wing plow for the dump truck that was purchased two years ago. The quote received from Henderson Truck Equipment is \$11,790 for a mid-mount wing with a 90 day lead time for the plow.

The Council discussed the efficiencies with the wing, the potential savings, and how it would be paid for. City Manager Vick noted that the additional gas tax funds the City will receive will be used to pay for the mid-mount plow wing.

Motion by Poynor, seconded by Struble to approve the quote of \$11,790 from Henderson Truck Equipment for the purchase of a mid-mount plow wing. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken, Sherman, Stelken. NAYS: None.

5.6 Ordinance 007-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a new Provision Prohibiting use of Vapor Releasing Substances for the Purpose of Intoxication, Euphoria, Excitement, Exhilaration or Dulling of the Senses
Motion by Struble, seconded by Sherman to approve the first consideration and adoption of Ordinance 007-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a new Provision Prohibiting use of Vapor Releasing Substances for the Purpose of Intoxication, Euphoria, Excitement, Exhilaration or Dulling of the Senses. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that the IDNR has approved the City's re-rate request to change the wastewater treatment plant from a Grade IV facility to a Grad III facility.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Sherman informed the Council that there would be a Statewide Labor Shed Study meeting on Wednesday and a DCED meeting on Friday.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence received.

9. Closed Session

City Attorney Peters advised that the purpose listed was a valid reason to enter into closed session.

At 6:17pm, motion by Struble, seconded by Stelken to enter into Closed Session pursuant to Iowa Code Section 21.5(1i) to evaluate the professional competency of an employee. ON CALL OF ROLL: AYES: Struble, Stelken, Behnken, Poynor, Sherman. NAYS: None.

Council returned to open session at 6:43pm.

10. Adjourn

Motion by Struble, seconded by Behnken that the meeting be adjourned at 6:44pm. ON CALL OF ROLL: AYES: Struble, Behnken, Poynor, Sherman, Stelken. NAYS: None.

Milt L. Kramer

Milt L. Kramer, Mayor

Attest:

Erin Learn

Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Tuesday, May 26, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Approval of the Agenda

Motion by Stelken, seconded by Struble to approve the agenda as presented. ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor, Sherman. NAYS: None.

5.1 Tirrill Park Backwater Request

Mayor Kramer informed the Council that due to the number of people present regarding the Tirrill Park Backwaters, this item would be discussed first.

Kurt Johnson, 840 N. Franklin St., addressed the Council regarding a letter he sent on April 28, 2015 requesting that the level of the backwaters be kept low to allow the grass along the Trunk Sewer Line Project the opportunity to re-establish. Mr. Johnson noted that since the waters had been lowered for the project, the number of geese in the area had diminished, and the concern is that if the waters are raised then the geese will return and eat the grass. Mr. Johnson also commented that he was not requesting the waters be kept low for a long period of time, just enough time to allow the grass to re-establish.

The Council heard of from a number of property owners in the area with concerns about keeping the Tirrill Park backwaters low. Issues discussed included the impact to fish and wildlife, the odor, the appearance of the area, loss of recreational opportunities, and vegetation overgrowth.

Motion by Sherman, seconded by Poynor to replace boards as soon as possible to allow the Tirrill Park backwaters to refill. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken, Stelken. NAYS: None. ABSTENTIONS: Struble (Council Member Struble abstained as he lives along the Tirrill Park backwater.

2. Consent Agenda

2.1 Approval of the minutes of the May 11, 2015 City Council Meeting

2.2 R-060-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- minutes of the May 14, 2015 Library Board meeting
- March 26, 2015 Marion Street Bridge Inspection Report
- March 27, 2015 West Marion Street Box Culvert Inspection Report
- minutes of the May 20, 2015 Board of Adjustment meeting

2.4 Liquor License Applications

- Renewal application for On Premise Class C Liquor License with Living Quarters, Outdoor Service and Sunday Sales for Grumpy Bills

- New application for 5 Day On Premise Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the June 5, 2015 First Friday at Five event
- New application for 5 Day On Premise Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the June 20, 2015 Let It Flow Event
- New application for 5 Day On Premise Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the August 7, 2015 First Friday at Five event

2.5 Ordinance 007-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a new Provision Prohibiting use of Vapor Releasing Substances for the Purpose of Intoxication, Euphoria, Excitement, Exhilaration or Dulling of the Senses, second reading

2.6 Approve payment of claims totaling \$15,548.50 to Fehr Graham Engineering & Environmental for engineering services

2.7 R-061-2015 Resolution Approving Agreement for Airport Planning Services with Kirkham Michael & Associates, Inc. for Update to the Airport Master Plan

2.9 Review the decision of the Board of Adjustment to approve the exception request of Linda Schmitt for property located at 613 Prospect Street

2.10 Review the decision of the Board of Adjustment to approve the variance request of Clarence & Julene Smith for property located at 501 East Fayette Street

2.11 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council.

Council Member Struble asked that item 2.8 be removed from the Consent Agenda and be considered separately.

Following discussion, motion by Sherman, seconded by Struble to approve the Consent Agenda. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	354.70
AMAZON	LIBRARY MATERIALS	261.49
ANDERSON WELDING	ENDLOADER REPAIR	417.25
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	692.95
BARD CONCRETE	ROCK, CONCRETE	25,725.16
BARRON MOTOR SUPPLY	APRIL 2015 SUPPLIES	831.54
BECKER ELECTRIC, LLC	LOCATE, STARTER/HEATER	1,946.97
BLACK HAWK CO HEALTH DEPT	POOL: FOOD SERVICE LICENSE	67.50
BROWN SUPPLY CO, INC	OPERATING SUPPLIES	1,858.09
BUNTING, CLIFFORD D	MILEAGE REIMB/EIRHA	48.30
CARPENTER UNIFORM	UNIFORM SUPPLIES	144.98
CENTER POINT	LIBRARY MATERIALS	248.04
CITY LAUNDERING	RUG MAINTENANCE	87.26
CITY OF MANCHESTER	COMM PROMO GRANT: 13-05	5,000.00
CITY OF MANCHESTER-FLEX	FLEX: PAYROLL WITHHOLDINGS	2,145.36
COLLECTION SERVICE CENTER	CHILD SUPPORT PAYMENT	539.52
COMER, BRAD	REIMB UNIFORM	90.84
CORKERY, KATHY	OFFICE CHAIR ARM PADS	102.97
DEAFINITELY DOGS	SUMMER READING PROGRAM	100.00

DEL CO PLUMBING, LLC	TANK BOLTS	95.66
DEL CO SOLID WASTE COMMISSION	APRIL 2015 LANDFILL	1,063.50
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	800.00
DEMCO	OFFICE SUPPLIES & MATERIAL	195.97
DON & WALT, LLC	EXHAUST FAN	409.14
DYERSVILLE COMMERCIAL, INC	SUBSCRIPTION	39.00
EDGEWOOD REMINDER	SUBSCRIPTION	27.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,467.19
ERIN LEARN: PETTY CASH	SUPPLIES, POSTAGE	94.43
FAREWAY STORES	CONCESSION SUPPLIES	468.57
FOX APPARATUS REPAIR & MAINT	FIRE: TRUCK MAINT	1,594.92
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	28.79
GALLS	POLICE UNIFORM	360.87
GEORGEN, JOHN	DEMOLITION GRANT: 200 W MARION	4,932.84
HARTWICK HUSKYS, INC	COMM PROMO GRANT 14-10	1,000.00
HAUSERS WATER CONDITION, INC	SUPPLIES	60.00
HAWKINS, INC.	CHEMICALS	347.61
HERITAGE PRINTING	SWIM LESSON FORMS	30.78
HEYER, KATHRYN	SUMMER READING PROGRAM	295.00
HOULIHAN SANITATION	GARBAGE/RECYCLING	218.50
HYDRITE CHEMICAL CO, INC	CHEMICALS	1,910.80
INGRAM LIBRARY SERVICES, INC	LIBRARY MATERIALS	33.30
INNOVATIVE RESCUE SOLUTIONS	X-COLLAR CASE	401.00
IOWA LAW ENFORCEMENT ACADEMY	RIFLE INSTR RECERT	75.00
IOWA ONE CALL	ONE CALLS	55.70
IPERS	PAYROLL WITHHOLDINGS	19,523.75
KARR, LLC	OFFICE SUPPLIES	169.84
KENYON, LYDIA	SUMMER READING PROGRAM	119.25
KLUESNER SANITATION LLC	GARBAGE/RECYCLING CONTRACT	21,854.94
LANDSCAPES BY CHILDSPLAY, INC	MULCH	90.00
MANCHESTER AREA CHAMBER	GRANTS: 14-11, 14-12, 15-02	2,000.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	201.38
MANCHESTER FIRE FIGHTERS ASSOC	CARBURETOR REPAIR/HARTWICK	619.50
MANCHESTER SIGNS	POOL STENCILS, SIGNS	537.00
MARLA'S SCREEN PRINTS & MORE	SAFETY SHIRTS	216.00
MCDOWELL TRUCK & AUTO REPAIR INC	ARGON GAS	75.74
MIDWEST TAPE	LIBRARY MATERIALS	573.91
MIKE'S LANDSCAPING & LAWN CARE	LAWN MAINTENANCE	100.00
OASIS PUMP SERVICE	VOL ASSESSMENT: 120 LIBERTY	4,104.36
PAYROLL ACCOUNT	PAYROLL WAGES	47,018.30
PERFECTION LEARNING	LIBRARY MATERIALS	466.90
PETERS LAW OFFICE	LEGAL FEES	880.69
PITNEY BOWES	POSTAGE REFILL, INK	1,130.88
PRONTO MART	FUEL	7.67
RICOH USA, INC	COPIER FEES	480.19
SCHRECK, JO	KIDS N CRITTER SUPPLIES	100.29
SCHROEDERS CASH SUPPLY	LUMBER	128.18
SHERE, ANGELA	REIMB CONF, SUMMER READING SUPPLIES	304.07
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	175.57
SPEER FINANCIAL	2015A BOND REFUNDING	8,192.45
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	39.60

STATE HYGIENIC LABORATORY	LAB TESTS	307.00
SUNSHINE BOY WINDOW CLEAN	WINDOW MAINTENANCE	40.00
TEAMSTERS LOCAL 238	UNION DUES	367.00
THREE RIVERS FS	FUEL	3,434.38
TOP GRADE EXCAVATING	PAY #1: 2015 STREET PROJECT	243,459.14
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,821.00
TSCHIGGFRIE EXCAVATING	PAY ESTIMATE #2: TRUNK SEWER	211,887.88
UNITY POINT CLINIC	RANDOM DRUG/ALCOHOL TESTS	148.00
UPSTART	LIBRARY MATERIALS	1,036.45
US CELLULAR	MONTHLY CELL CHARGES	249.90
US POLICE CANINE ASSOCIATION	USPCA DUES	50.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
WELLMARK	HEALTH/DENTAL INSURANCE	2,753.34
WERTJES UNIFORMS, INC	POLICE UNIFORM	236.65
WINDSTREAM	MONTHLY TELEPHONE	977.69
ZEE MEDICAL, INC	POOL FIRST AID SUPPLIES	104.20
**PAYROLL EXPENSES	5/11/2015 - 5/22/2015	70,326.96
TOTAL		720,650.14
FUND TOTALS		
	001 GENERAL FUND	147,239.49
	110 ROAD USE TAX	17,811.76
	123 HOTEL MOTEL TAX	8,000.00
	167 TIRRILL TRUST	2,561.47
	180 POLICE K9 FUND	50.00
	192 HOUSING ACQ/DEMOLITION	5,046.98
	196 LIBRARY GIFT & TRUST	843.07
	200 DEBT SERVICE	8,192.45
	302 DOWNTOWN INCENTIVE	171.23
	312 CDBG HOUSING GRANTS	285.36
	324 STREET PROJECTS	268,885.72
	325 FEMA CAPITAL PROJECTS	285.36
	326 SEWER CAPITAL IMPR	211,887.88
	600 WATER FUND	32,077.86
	610 SEWER FUND	17,311.51
	GRAND TOTAL	720,650.14

Monthly Revenues (as of 5/26/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	66,970.18	2,671,123.93
004-FRANCHISE FEES (2013)	71,474.86	350,281.58
110-ROAD USE TAX	23,400.32	480,416.35
112-EMPLOYEE BENEFITS	2,711.30	392,994.13
118-POLICE SPECIAL USES	-	13,016.51
119-EMERGENCY FUND	-	38,638.12
121-LOCAL OPTION SALES TAX	36,300.07	446,647.44
125-TAX INCREMENT FINANCING	-	437,177.22
167-TIRRILL TRUST	-	15,074.05
179-POLICE "COPS"	3,000.00	3,000.00
180-POLICE K9 FUND	-	3,874.62

182-PARK GIFT & TRUST	2,863.00	14,578.70
184-PARK IMPROVEMENT	-	761.07
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,555.29
190-SEWER REPLACEMENT	-	8,144.02
191-UTILITY DEPOSIT TRUST	525.00	8,250.00
192-HOUSING ACQ/DEMOLITION	-	25,385.65
193-LORA STEWART TRUST	-	5.94
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	285.85	15,066.28
197-STREET EQUIPMENT RESERVE	-	167,517.81
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	2,025,699.15
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	5,822.17
307-WHITEWATER PARK PROJECT	465,000.00	520,000.00
308-BIKEWAY/WALKWAY PROJECT	-	40,000.00
309-STREET IMPROVEMENT	-	114,830.44
312-CDBG HOUSING GRANTS	-	162,808.00
324-STREET PROJECTS	-	833,528.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	49,755.53	669,768.08
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	86,042.80	970,069.90
615-SEWER DEBT SERVICE	-	377,859.09
TOTAL	808,328.91	11,057,240.31

3. Items Removed from the Consent Agenda

2.8 R-062-2015 Resolution Amending Salary Resolution (Library)

Mayor Kramer informed the Council that he had spoken with Library Board members regarding the proposed increase, and noted that he will attend the next Library Board meeting.

Council Member Struble commented that the documents request a \$4,000 increase, and that he can't, in good conscience, approve an increase like that knowing the impact it will have on other staff.

The Council discussed the annual salary increases given on July 1, the library budget, the impact the increase will have on other library budget line items, and how to proceed.

City Attorney Jim Peters advised that Iowa Code gives Library Boards the authority to set wages and the Council doesn't have the authority to deny the increase. The salary resolution is done to provide transparency to the public.

The Council took no action on the resolution.

4. Public Hearings

4.1 Public Hearing on the Proposed Budget Amendment for the fiscal year ending June 30, 2015

Mayor Kramer opened the Public Hearing at 5:38pm.

City Clerk Erin Learn reviewed the proposed budget amendment with the Council.

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

4.2 R-063-2015 Resolution Amending the Current Budget for the Fiscal Year ending June 30, 2015

Motion by Behnken, seconded by Stelken to adopt R-063-2015 Resolution Amending the Current Budget for the Fiscal Year ending June 30, 2015. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Sherman, Struble. NAYS: None.

5. Regular Agenda Items

5.2 Introduction of Services - Mike Rettenmeier, Comelec Services

Mike Rettenmeier, Comelec Services, addressed the Council regarding the wireless internet service that Comelec is offering. Mr. Rettenmeier stated that Comelec is in the process of building their system and would like to work with Manchester to expand their service to this area.

Following discussion, the Council requested Mr. Rettenmeier provide technical information to the City and work with the City Attorney to draft a proposed agreement.

5.3 R-064-2015 Resolution Awarding \$2,000,000 General Obligation Corporate Purpose Bonds, Series 2015B

Maggie Burger, Speer Financial, reviewed the bids received for the bond issue, noting that Bankers' Bank, Madison, Wisconsin, in association with Farmers & Merchants Savings Bank, Manchester, Iowa, was the low bidder with an interest rate of 2.0122%.

Motion by Behnken, seconded by Poynor to adopt R-064-2015 Resolution Awarding \$2,000,000 General Obligation Corporate Purpose Bonds, Series 2015B. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.

5.4 R-065-2015 Resolution Approving Change Order #2 (2015 Streets)

Motion by Stelken, seconded by Struble to adopt R-065-2015 Resolution Approving Change Order #2 (2015 Streets). ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor, Sherman. NAYS: None.

5.5 Police Squad Car Purchase

Motion by Sherman, seconded by Poynor to approve quote from Bob Stephen Motors of \$16,040.46 for a 2016 Chevy Impala and the quote from RC Systems of \$1,975.00 for installation of equipment in the car as recommended by Police Chief Jim Hauschild. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken, Stelken, Struble. NAYS: None.

5.6 R-066-2015 Resolution Approving Letter of Understanding between the City of Manchester and Teamsters Union Local 238 regarding Part-Time Dispatchers

Motion by Behnken, seconded by Stelken to adopt R-066-2015 Resolution Approving Letter of Understanding between the City of Manchester and Teamsters Union Local 238 regarding Part-Time Dispatchers. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Sherman, Struble. NAYS: None.

5.7 500 North Franklin Street

The Council discussed the status of the property at 500 North Franklin Street. The Council requested City Attorney Jim Peters to investigate the options for potential acquisition of the property so that it may be discussed at a future meeting.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that he would be out of the office on vacation June 3-5, 2015 and June 9-12, 2015.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Sherman asked about the additional rocks that had been placed in the Whitewater Park and if they were going to stay. City Manager Vick commented that they would stay for now and that the engineer had added the rocks to enhance the wave feature on Structure #3 and will be incorporated into the final plans.

7.5 Mayor

None.

8. Information

The Council reviewed the correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Poynor to adjourn the meeting 6:36 pm. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, June 8, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Approval of the Agenda

Motion by Struble, seconded by Stelken to approve the agenda as presented. ON CALL OF ROLL: AYES: Struble, Stelken, Sherman, Poynor, Behnken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the May 26, 2015 City Council Meeting

2.2 R-067-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- Minutes of the June 1, 2015 Parks & Recreation Commission meeting; May 2015 Wastewater Treatment Plant Reports

2.4 Approval of Renewal Applications for Iowa Retail Cigarette Permits

- Casey's #2185 (W Main)
- Casey's #2624 (N Franklin)
- Cork N' Bottle
- Dollar General
- E-Z Pickins
- Fareway Stores
- Fraternal Order of Eagles Club
- Kwik Star #790
- Pronto
- Wal-Mart

2.5 Ordinance 007-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a new Provision Prohibiting use of Vapor Releasing Substances for the Purpose of Intoxication, Euphoria, Excitement, Exhilaration or Dulling of the Senses, third consideration and final adoption

2.6 R-068-2015 Annual Salary Resolution

2.7 Approve bid from Cornerstone Concrete Construction in the amount of \$15,530.00 for Enterprise Avenue Street Repair

2.8 R-069-2015 Resolution Approving Voluntary Assessment Agreement (Millard)

2.9 R-070-2015 Resolution Appointing Commissioners to the Eastern Iowa Regional Housing Authority from the City of Manchester, Iowa

2.10 R-071-2015 Resolution Waiving Right to Review Plat (Schulte)

2.11 R-072-2015 Resolution Waiving Right to Review Plat (Francois)

2.12 Motion to acknowledge receipt of unpaid snow removal bills and to approve the certification to the Delaware County Treasurer for collection on property taxes

2.13 R-073-2015 Resolution Approving Change Order #1 (Riverfront Walkway Project)

2.14 Approval of Pay Estimate #3 in the amount of \$14,576.77 to Tschiggfrie Excavating for the Trunk Sewer Line Project

2.15 R-074-2014 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the South 5th Street Project

2.16 Approval of Pay Estimate #6 in the amount of \$220,423.75 to Taylor Construction for the Whitewater Park Project

2.17 Approval of Pay Estimate #2 in the amount of \$284,813.07 to Top Grade Excavating for the 2015 Street Improvement Project

2.18 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. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken, Stelken, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER FEES	305.00
AFLAC	PAYROLL WITHHOLDINGS	354.70
ALL INCLUSIVE REC	PARK SUPPLIES	366.40
ALLIANT ENERGY	ELECTRICITY	16,037.45
AMAZON	LIBRARY MATERIALS	119.96
BARD CONCRETE	CONCRETE, SUPPLIES	1,221.64
BOOK FARM	LIBRARY MATERIALS	1,060.13
BOUBIN TIRE	VEHICLE MAINTENANCE	371.45
BROWN SUPPLY CO, INC	WATER SUPPLIES	971.16
BSN SPORTS	FIELD PAINT	145.07
CCP INDUSTRIES	GLOVES	108.65
CDW GOVERNMENT	COMPUTER SUPPLIES	338.82
CHEMSEARCH	AEROSOL, URINAL SCREENS	244.84
CITIZENS STATE BANK	FIRE STATION BOND PAYOFF	593,079.02
CITY LAUNDERING	MAINT SUPPLIES	640.79
COLLECTION SERV CENTER	CHILD SUPPORT PAYMENT	539.52
DEL CO PLUMBING, LLC	FURNACE, AC	5,100.00
DEMCO	8 DRAWER MEDIA CABINET	1,113.00
DOCUMENT DESTRUCTION, LLC	SHREDDING SERVICES	43.00
DON & WALT, LLC	POOL HEATER	15,790.00
DORSEY & WHITNEY, LLP	2015 STREET PROJECT	5,000.00
DOUG'S BUSINESS EQUIPMENT	CASH REGISTER/POOL	784.11
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,459.84
ERIN LEARN: PETTY CASH	AQUATIC CENTER START UP	300.00
FANGMANN, LINDA	UHIC MILEAGE	83.95
FAREWAY STORES	CONCESSIONS, SUPPLIES	353.89
FARNER-BOCKEN CO.	CONCESSIONS	2,175.29
FEHR GRAHAM	ENGINEERING FEES	15,548.50
FOX ENGINEERING	WWTP RE-RATE	3,109.25
GALLS	GUN MOUNT	746.60
IA DEPT OF AG & LAND STEWARDSHIP	COMMERCIAL METER LICENSE	4.50
IDNR	OPERATOR CERTIFICATIONS	180.00
IOWA DARE ASSOCIATION	2015 DARE CONFERENCE REG	100.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	255.01
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	403.18

KRAMER, MILT L	MILEAGE REIMBURSEMENT	94.30
MANCHESTER SIGNS	2015 PROJECT SIGN	48.00
MATHIEU, ROB	LIBRARY PROGRAM	325.00
MEARDON, SUEPPEL, DOWNER, PLC	LEGAL FEES: PT DISPATCH	205.00
MEDIACOM	PHONE & INTERNET	0.35
METLIFE	LIFE INSURANCE	759.26
MIDWEST TAPE	LIBRARY MATERIALS	446.25
MONAGHAN, DIANE	REIMB SUPPLIES	182.73
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	787.40
NORTHWAY WELL & PUMP CO	PUMP REPAIRS	4,520.35
OASIS PUMP SERVICE	MAINTENANCE	884.93
ONEIDA SIGNS, LLC	TREE STAKE	23.95
PAYROLL ACCOUNT	PAYROLL WAGES	49,155.69
PEPSI COLA BOTTLING CO	CONCESSION SUPPLIES	1,976.31
PIERSCH, JONATHON	REIMB SUPPLIES	47.30
POOL TECH, INC	POOL SUPPLIES	147.80
POSTMASTER	UTILITY BILL POSTAGE	532.46
RADIO COMMUNICATIONS, INC	RADIOS/INSTALLATION	4,571.87
RECREATION ENGINEERING & PLANNING	WHITewater PARK DESIGN	6,549.00
REGIONAL MEDICAL CENTER	PHYSICAL/RANDOM TESTING	230.00
SCHUMACHER ELEVATOR CO, INC	ELEVATOR MAINTENANCE	151.69
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	431.98
SHERE, ANGELA	LIB PROGRAM SUPPLIES	40.52
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	8,830.68
STRATEGIC INSIGHTS INC	ANNUAL MAINT: CIP SOFTWARE	499.50
TAUKE, MATT	REIMB UNIFORM	82.61
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,958.00
TSCHIGGFRIE EXCAVATING	W MAIN STORM SEWER RELO	28,138.91
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	PD MOBILE DATA	203.28
VERLE'S HUNTING & FISHING SUPPLIES	POLICE SUPPLIES	921.00
VICK, TIMOTHY J	REIMB MILEAGE	85.10
VISION SERVICE PLAN	VISION INSURANCE	564.08
WEBER PAPER CO, INC	GLOVES, TP, LINERS	198.27
WEINER'S STUMP REMOVAL	STUMP REMOVAL/BAUM PARK	285.00
WELLMARK	HEALTH INSURANCE	18,798.75
WINDSTREAM	TELEPHONE	17.92
**PAYROLL EXPENSES	5/25/2015 - 6/05/2015	73,500.63
TOTAL		893,322.19
	FUND TOTALS	
	001 GENERAL FUND	165,754.78
	110 ROAD USE TAX	24,950.80
	112 EMPLOYEE BENEFITS	2,323.18
	118 POLICE SPECIAL USES	147.30
	167 TIRRILL TRUST	886.84
	192 HOUSING ACQ/DEMOLITION	28,230.67
	200 DEBT SERVICE	593,079.02
	302 DOWNTOWN INCENTIVE	137.67
	307 WHITewater PARK PROJECT	6,549.00
	308 BIKEWAY/WALKWAY PROJECTS	5,183.50

	312 CDBG HOUSING GRANTS	229.46
	324 STREET PROJECTS	13,141.66
	325 FEMA CAPITAL PROJECTS	229.46
	326 SEWER CAPITAL IMPR	2,546.75
	600 WATER FUND	23,777.23
	610 SEWER FUND	26,154.87
	GRAND TOTAL	893,322.19

Monthly Revenues (as of 6/8/2015):

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	65,390.29	3,012,296.87
004-FRANCHISE FEES (2013)	-	350,281.58
110-ROAD USE TAX	-	480,416.35
112-EMPLOYEE BENEFITS	30.96	418,284.15
118-POLICE SPECIAL USES	150.00	13,167.24
119-EMERGENCY FUND	-	41,325.79
121-LOCAL OPTION SALES TAX	-	446,821.18
125-TAX INCREMENT FINANCING	-	477,578.52
167-TIRRILL TRUST	-	15,814.06
179-POLICE "COPS"	-	3,000.00
180-POLICE K9 FUND	-	3,875.62
182-PARK GIFT & TRUST	634.00	15,221.31
184-PARK IMPROVEMENT	2.43	841.32
185-SPORTS COMPLEX	-	1,348.04
187-FIRE TRUCK RESERVE	-	1,694.63
188-ANIMAL CONTROL FUND	162.00	162.00
190-SEWER REPLACEMENT	-	8,900.16
191-UTILITY DEPOSIT TRUST	150.00	8,400.00
192-HOUSING ACQ/DEMOLITION	-	50,385.65
193-LORA STEWART TRUST	-	6.54
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	203.67	15,300.46
197-STREET EQUIPMENT RESERVE	-	167,519.43
198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	-	4,161,054.92
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	-	6,292.76
307-WHITewater PARK PROJECT	-	735,627.33
308-BIKEWAY/WALKWAY PROJECTS	-	40,000.00
309-STREET IMPROVEMENT	-	115,474.79
312-CDBG HOUSING GRANTS	-	194,419.00
324-STREET PROJECTS	-	953,529.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
326-SEWER CAPITAL IMPR	-	150,000.00
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	42,092.84	712,025.18
605-WATER DEBT SERVICE	-	11,250.00
610-SEWER FUND	68,449.06	1,038,644.39
615-SEWER DEBT SERVICE	-	424,450.81
TOTAL REVENUES	177,265.25	14,306,157.81

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 500 North Franklin Street

City Attorney Jim Peters discussed with the Council alternatives for the abandoned property at 500 North Franklin Street. The Council asked the City Attorney to proceed with a lien search on the property as well as begin abatement procedures on the abandoned property.

5.2 Tree Removal Bids

City Manager Vick reviewed the quotes received for tree removals in the City, noting that Jim Wessels had submitted the low quote in the amount of \$6,430.00.

Motion by Stelken, seconded by Sherman to approve quote for tree removals in the amount of \$6,430.00 as submitted by Jim Wessels. ON CALL OF ROLL: AYES: Stelken, Sherman, Behnken, Poynor, Struble. NAYS: None.

5.3 Nelson Street Lift Station

Ryan Wicks, Fehr Graham, reviewed with the Council four options for upgrading the Nelson Street Lift Station. Mr. Wicks discussed the alternatives with the Council, noting that research is still being done on which option will be the best to proceed with.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

City Attorney Jim Peters updated the Council on the land acquisition at the airport.

7.2 City Manager

City Manager updated the Council on progress at the Whitewater Park, noting that staff was working on signage and placement of a porta-potty for the park. City Manager Vick also updated the Council on the banking services RFP, a grant program through the Department of Homeland Security, and technology upgrades.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Stelken, seconded by Behnken to adjourn the meeting at 6:20pm. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Sherman, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, June 22, 2015 5:00pm

1. Opening

1.1 Call to Order

Mayor Kramer called the meeting to order at 5:03pm.

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Approval of the Agenda

Mayor Kramer informed the Council that item 2.1 should be removed from the agenda. Motion by Behnken, seconded by Struble to approve the agenda as amended. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Sherman, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the June 8, 2015 City Council Meeting – **REMOVED FROM THE AGENDA**

2.2 R-075-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- May 2015 Library Statistical Report
- June 16, 2015 Commercial Incentive Committee meeting minutes

2.4 R-076-2015 Resolution Amending Salary Resolution (Dispatch)

2.5 R-077-2015 Resolution Waiving Right to Review Plat (Glew)

2.6 Downtown Incentive Program Applications

2.7 R-078-2015 Resolution to Approve Contract with K & W Coating, LLC

2.8 Acknowledge and Accept Receipt of Library Salaries

2.9 Approve payment of claims totaling \$16,497.75 to Fehr Graham Engineering for engineering services

2.10 Approval of Final Design Invoice #6 in the amount of \$1,560 to Recreation Engineering and Planning for the Whitewater Project

2.11 R-079-2015 Resolution Providing for the Issuance of \$2,000,000 General Obligation Corporate Purpose Bonds, Series 2015B, and Providing for the Levy of Taxes to pay the same

2.12 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Sherman, seconded by Poynor to approve the Consent Agenda. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken, Stelken, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	PRINTER INK/CARTRIDGE	334.75
AFLAC	PAYROLL WITHHOLDINGS	354.70
ALL INCLUSIVE REC	REC SUPPLIES	2,328.90
AMAZON	LIBRARY MATERIALS	375.11
APPARATUS TESTING SERVICES, LLC	FIRE PUMP CERTIFICATION	1,142.00
BAHLS, JESSI	RHUBARB RUN (MACC TO REIMB)	68.56
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,082.45

BARRON MOTOR SUPPLY	ALTERNATOR	129.14
BECKER, KRIS	INSTRUCTOR FEES	43.80
BLACK HILLS ENERGY	NATURAL GAS	833.16
BOB STEPHEN MOTORS	PD: VEHICLE REPAIRS	1,834.24
BROWN SUPPLY CO, INC	HYDRANT EXTENSION	417.70
BSN SPORTS	FIELD STRIPPING PAINT	145.07
CDW GOVERNMENT	COMPUTER SUPPLIES, SUPPORT	121.16
CENGAGE LEARNING	LIBRARY MATERIALS	203.13
CENTER POINT	LIBRARY MATERIALS	124.02
CITY OF MANCHESTER	PORTABLE RADIOS	400.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,072.68
COLLECTION SERV CENTER	CHILD SUPPORT PAYMENT	539.52
CORKERY, CATHY	LIBRARY PROGRAM	50.00
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	14.60
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,053.90
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	400.00
DON & WALT, LLC	LIB FILTER MAINTENANCE	269.52
DOUG'S BUSINESS EQUIPMENT	CASH REGISTER TAPE	16.95
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,969.20
EMBROIDERY PLACE	PD: UNIFORM	9.50
EQUIPMENT MANAGEMENT COMPANY	FD SERVICE AGREEMENT	875.00
FAREWAY STORES	CONCESSIONS	659.37
FARNER-BOCKEN CO.	CONCESSIONS	2,931.93
FEHR GRAHAM	ENGINEERING	16,497.75
FIRST PRESBYTERIAN CHURCH	KIDS & CRITTERS CAMP	50.00
FOLEY, DOUG	MILEAGE REIMB	45.10
FOX ENGINEERING	SEWER RE-RATE STUDY	337.75
FUNKE, ANGIE	CARPET CLEANING	140.00
FUTURE LINE TRUCK EQUIP	FLASHERS	26.64
GALLS	POLICE SUPPLIES	280.23
GEORGEN AUTO	VEHICLE MAINT	270.94
GRAYBILL COMMUNICATIONS	MICROPHONE	110.00
HARRISON TRUCK CENTERS	VEHICLE MAINT	106.86
HAUSERS WATER CONDITION, INC	D45	20.00
HAWKINS, INC.	CHEMICALS	491.33
HENDERSON TRUCK EQUIPMENT	LOW PROFILE STROBE LIGHT	256.64
HERITAGE PRINTING	PRINTING FEES	70.61
HOULIHAN SANITATION	GARBAGE/RECYCLING	184.50
IDNR	WATER CERT: KLUESNER	60.00
IN THE SWIM	VEST/UMBRELLAS/BUMPER	512.84
INGRAM LIBRARY SERVICES, INC	LIBRARY MATERIALS	40.52
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES	150.00
IOWA ONE CALL	ONE CALLS	123.30
IOWA PATCH	HIGH PERFORMANCE PATCH	1,433.60
IPERS	PAYROLL WITHHOLDINGS	9,878.49
J & R SUPPLY, INC	COUPLERS	370.00
KARR, LLC	OFFICE SUPPLIES	770.42
KELTEK, INC	LIGHTS	885.96
KLUESNER SANITATION LLC	GARBAGE/RECYCLING CONTRACT	21,593.38
KMCH	PUBLIC ANNOUNCEMENTS	300.00
KOCH BROTHERS, INC	LIB COPIER MAINTENANCE	205.29

KOLLUM, JASON	LIBRARY PROGRAM	300.00
LANDSCAPES BY CHILDSPLAY, INC	FLOWERS/LANDSCAPE/TREES	3,050.94
LIBRARY IDEAS LLC	FREEGAL MUSIC SUBSCRIPTION	2,500.00
LOECKE BUILDING SERVICE	PD VESTIBULE DOOR REPAIR	2,458.00
MACBRIDE RAPTOR PROJECT	KIDS & CRITTERS PROGRAM	210.00
MANCHESTER FIRE FIGHTERS ASSOC	REIMB FOR BATTERIES	75.42
MANCHESTER PIZZA RANCH	COMPLEX CONCESSIONS	174.00
MANCHESTER SIGNS	SIGNS	5.00
MARLA'S SCREEN PRINTS & MORE	2015 BROADWAY KIDS T-SHIRT	584.10
MARTIN EQUIP OF IA-IL	OPERATING SUPPLIES	589.65
MEDIACOM	INTERNET	176.90
MID COUNTRY MACHINERY, INC	EQUIPMENT	978.85
MIDAMERICA BOOKS, INC	LIBRARY MATERIALS	248.30
MIKE'S LANDSCAPING & LAWN CARE	LAWN MAINTENANCE	100.00
NE IA TELEPHONE SERVICE	PD: KEY PAD/INSTALLATION	551.99
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	102.00
PALMER HARDWARE	OPERATING SUPPLIES	652.19
PAYROLL ACCOUNT	PAYROLL WAGES	63,220.62
PEPSI COLA BOTTLING CO	CONCESSIONS	2,516.96
PETERS LAW OFFICE	LEGAL FEES	964.00
PHILGREEN, MICHELLE R	2015 BROADWAY KIDS	3,286.02
PINS, ASHLEY	RHUBARB RUN (MACC TO REIMB)	282.58
PITNEY BOWES	POSTAGE MACHINE/REFILL	1,860.72
PUBLIC AGENCY TRAINING COUNCIL	PD: TRAINING	295.00
QUILL	OFFICE SUPPLIES	118.87
RADIO COMMUNICATIONS, INC	PD RADIO INSTALL	83.58
RECORDED BOOKS	LIBRARY MATERIALS	425.00
SCHOLASTIC INC.	LIBRARY MATERIALS	325.99
SCHRECK, JO	KIDS & CRITTER SUPPLIES	49.20
SCHWAN'S HOME SERVICE	CONCESSIONS	747.78
SHERE, ANGELA	CHILDREN'S LIB SUPPLIES	24.08
SIMON'S LAWN CARE & MAINTENANCE	MOWING	622.50
SNAKES ALIVE!	LIBRARY PROGRAM	300.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	201.57
SPEER FINANCIAL	2015 BOND ISSUE	8,494.45
STANDARD AUTO PARTS	TOOLS, VEHICLE SUPPLIES	791.38
STATE HYGIENIC LABORATORY	LAB TESTS	227.00
SUE'S FLOWER & GARDEN CTR	FLOWERS, TREES	971.47
TAYLOR CONSTRUCTION INC	PAY #6: WHITEWATER PARK	220,423.75
TEAMSTERS LOCAL 238	UNION DUES	183.50
THE NORTHWAY CORPORATION	POOL: PUMP REPLACEMENT	20,639.93
THOMPSON SHOES	POLICE UNIFORM	45.00
TOP GRADE EXCAVATING	PAY #2: 2015 STREET PROJECT	284,813.07
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,109.00
TSCHIGGFRIE EXCAVATING	PAY #3: TRUNK SEWER	14,576.77
US CELLULAR	CELL PHONES, MOBILE DATA	194.49
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
WALMART COMMUNITY/GECRB	SUPPLIES	241.27
WELLMARK	HEALTH/DENTAL INSURANCE	1,376.67
WERTJES UNIFORMS, INC	POLICE UNIFORM	105.00
WINDSTREAM	PHONE	102.28

WT.COX	SUBSCRIPTIONS	2,120.07
ZANGERLE REPAIR	STARTER	99.75
ZEE MEDICAL, INC	FIRST AID SUPPLIES	2,090.20
TOTAL		743,370.67
	FUND TOTALS	
	001 GENERAL FUND	152,606.82
	110 ROAD USE TAX	17,777.03
	167 TIRRILL TRUST	1,243.63
	182 PARK GIFT & TRUST	7,197.62
	192 HOUSING ACQ/DEMOLITION	55.27
	196 LIBRARY GIFT & TRUST	1,045.16
	200 DEBT SERVICE	8,494.45
	302 DOWNTOWN INCENTIVE	82.92
	307 WHITEWATER PARK PROJECT	220,423.75
	308 BIKEWAY/WALKWAY PROJECTS	4,272.00
	312 CDBG HOUSING GRANTS	138.20
	324 STREET PROJECTS	293,904.11
	325 FEMA CAPITAL PROJECTS	138.20
	326 SEWER CAPITAL PROJECTS	15,950.52
	600 WATER FUND	12,417.34
	610 SEWER FUND	7,623.65
	GRAND TOTAL	743,370.67

Revenues:

FUND	CURRENT PERIOD	YEAR TO DATE ACTUAL
001-GENERAL FUND	295,621.08	3,242,527.66
004-FRANCHISE FEES (2013)	3,206.25	353,487.83
110-ROAD USE TAX	58,109.01	538,525.36
112-EMPLOYEE BENEFITS	9,171.77	427,424.96
118-POLICE SPECIAL USES	2,000.00	15,017.24
119-EMERGENCY FUND	570.09	41,895.88
121-LOCAL OPTION SALES TAX	40,055.24	486,876.42
123-HOTEL MOTEL TAX	21,970.37	21,970.37
125-TAX INCREMENT FINANCING	6,352.69	483,931.21
167-TIRRILL TRUST	2,475.00	18,289.06
179-POLICE "COPS"	-	3,000.00
180-POLICE K9 FUND	-	3,875.62
182-PARK GIFT & TRUST	1,456.00	16,043.31
184-PARK IMPROVEMENT	21,972.80	22,811.69
185-SPORTS COMPLEX	1,348.04	2,696.08
187-FIRE TRUCK RESERVE	-	1,694.63
188-ANIMAL CONTROL FUND	162.00	162.00
190-SEWER REPLACEMENT	-	8,900.16
191-UTILITY DEPOSIT TRUST	525.00	8,775.00
192-HOUSING ACQ/DEMOLITION	-	50,385.65
193-LORA STEWART TRUST	-	6.54
194-HOLIDAY DECORATIONS	-	1,500.00
196-LIBRARY GIFT & TRUST	1,402.26	16,499.05
197-STREET EQUIPMENT RESERVE	-	167,519.43

198-EC DEV REVOLVING LOAN	-	5,566.33
200-DEBT SERVICE	1,961,477.93	6,122,532.85
300-CAPITAL PROJECTS	-	195,273.01
302-DOWNTOWN INCENTIVE	170.00	6,462.76
307-WHITEWATER PARK PROJECT	278,255.00	1,013,882.33
308-BIKEWAY/WALKWAY PROJECTS	171,685.00	211,685.00
309-STREET IMPROVEMENT	313.83	115,788.62
312-CDBG HOUSING GRANTS	-	194,419.00
324-STREET PROJECTS	1,563,665.00	2,517,194.58
325-FEMA CAPITAL PROJECTS	-	13,408.81
326-SEWER CAPITAL IMPR	20,000.00	170,000.00
328-WATER CAPITAL IMPR	-	15,000.00
600-WATER FUND	61,647.30	731,579.64
605-WATER DEBT SERVICE	97,125.00	108,375.00
610-SEWER FUND	90,593.52	1,060,788.85
615-SEWER DEBT SERVICE	-	424,450.81
TOTAL REVENUES	4,711,330.18	18,840,222.74

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 Alliant Energy Community Annual Partnership Assessment

Craig Clefisch, Alliant Energy, reviewed with the Council the 2014 Community Annual Partnership Assessment prepared by Alliant Energy. Mr. Clefisch stated that Alliant Energy appreciates the opportunity to be a partner in the community.

5.2 Ordinance 008-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Repealing Provisions of Chapter 1 of the City Code Relating to Penalties for Violation of City Ordinances

Police Chief Jim Hauschild discussed with the Council the ordinance amendment drafted by the City Attorney which removes the jail sentence penalty from City of Manchester misdemeanor charges. This action is being taken as a result of a recent Supreme Court ruling that, in effect, provides a court appointed attorney for anyone that is charged with a crime that could result in jail time. In many misdemeanor cases, there is a potential for a fine or a short jail sentence (i.e. less than a year in jail). The City of Manchester would be responsible for paying costs for the court appointed attorney for the individual being prosecuted. Eliminating the potential jail sentence eliminates the requirement for the defendant to be granted a court appointed attorney.

Motion by Stelken, seconded by Struble to approve the first reading and adoption of Ordinance 008-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Repealing Provisions of Chapter 1 of the City Code Relating to Penalties for Violation of City Ordinances. ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor, Sherman. NAYS: None.

Motion by Behnken, seconded by Poynor to waive the second reading of Ordinance 008-2015 and proceed to the third reading and final adoption of Ordinance 008-2015. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.

Motion by Struble, seconded by Stelken to waive the third reading and approve the final adoption of Ordinance 008-2015 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Repealing Provisions of Chapter 1 of the City Code Relating to Penalties for Violation of City Ordinances. ON CALL OF ROLL: AYES: Struble, Stelken, Behnken, Poynor, Sherman. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick updated the Council on progress with 500 North Franklin Street; the Riverfest event held on June 20, 2015; and the 2015 Street Project.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Poynor, seconded by Behnken that the meeting adjourn at 5:37pm. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
July 9, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Ron Struble, Connie Behnken. Absent: Dan Stelken.

Also present: Jim Hauschild, Larry Schmidt, Perry Peterson, Doug Foley, Taylor Matteson, Chad Wulfekuhle, Ryan Wicks, Jason Wenger.

Items discussed at the committee meeting were: 2015 Street Project; Bikeway Walkway Projects; Whitewater Park Project; South 5th Street; 500 North Franklin Street; Part Time Dispatcher; Nelson Street Lift Station; and department reports were given.

The meeting adjourned at 8:40am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, July 13, 2015 4:00pm

1. Opening

1.1 Call to Order

Mayor Kramer called the meeting to order at 4:00pm.

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Connie Behnken. Absent: Dan Stelken, Ron Struble.

1.3 Approval of the Agenda

Mayor Kramer asked that Item 5.2 be removed from the agenda, it will be discussed at a future meeting. Motion by Sherman, seconded by Poynor to approve the agenda as amended. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the June 8, 2015 & June 22, 2015 City Council Meetings

2.2 R-080-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- 2014 Manchester Water Quality Consumer Confidence Report
- minutes of the June 11, 2015 Library Board meeting
- June 2015 Library Statistical Report
- FY 2014/15 Library Annual Report
- June 2015 Wastewater Treatment Plant IDNR Reports
- minutes of the July 6, 2015 Parks & Recreation Commission meeting

2.4 Liquor License Applications

- Renewal Off Premise Class C Beer Permit with Sunday Sales for Casey's General Store #2185 (W. Main St.)
- Renewal Off Premise Class C Beer Permit with Sunday Sales for Pronto Mart
- Renewal On Premise Class C Liquor License with Sunday Sales for Lightning Lanes

2.5 R-081-2015 Resolution Amending Salary Resolution (Police, Dispatch, Seasonal)

2.6 R-082-2015 Resolution Approving and Adopting the City of Manchester Fee Schedule

2.7 Approve Pay Estimate #1 in the amount of \$131,895.24 to Tschiggfrie Excavating Company for the West Marion Street Trail & Riverfront Trail Extension Project

2.8 Approve Pay Estimate #3 in the amount of \$439,833.86 to Top Grade Excavating for the 2015 Street Improvement Project

2.9 R-083-2015 Resolution Approving Change Order #2 (Riverfront Walkway Project)

2.10 Fire Department Transfer Request

2.11 Approve the appointment of Richard Justice to the Board of Adjustment (5 year term) and the appointment of Tim Egemo and Mike Wessels to the Parks & Recreation Commission (3 year terms)

2.12 Approve payment of Downtown Incentive Grants totaling \$8,686.25 to Jim Fisher for improvements completed at 124 East Fayette Street

2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Behnken, seconded by Sherman to approve the Consent Agenda. ON CALL OF ROLL: AYES: Behnken, Sherman, Poynor. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	PRINTER INK/CARTRIDGES	\$ 458.45
ACCESS SYSTEMS LEASING	COPIER FEES	\$ 305.00
AFLAC	PAYROLL WITHHOLDINGS	\$ 354.70
AL'S ELECTRICAL SERVICE	A/C HOOK UP 2ND FLOOR	\$ 455.30
ALL INCLUSIVE REC	PARKS & REC SUPPLIES	\$ 3,324.00
ALLIANT ENERGY	ELECTRICITY	\$ 18,592.96
AMAZON	LIBRARY MATERIALS	\$ 375.11
APPARATUS TESTING SERVICES	FIRE PUMP CERTIFICATION	\$ 1,142.00
ASCAP	MUSIC LICENSE FEE	\$ 335.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	\$ 1,082.45
BECKER ELECTRIC, LLC	REPAIRS/MAINTENANCE	\$ 1,130.94
BECKER, KRIS	INSTRUCTOR FEES	\$ 43.80
BLACK HAWK COUNTY SHERIFF	SERVE NOTICE	\$ 50.00
BLACK HILLS ENERGY	NATURAL GAS	\$ 3,330.09
BOB STEPHEN MOTORS	PD VEHICLE MAINTENANCE	\$ 1,834.24
BOUBIN TIRE	TIRE/ROTOR REPAIRS	\$ 75.69
BROWN SUPPLY CO, INC	PAINT & SUPPLIES	\$ 6,260.50
BURRINGTON GROUP, INC	ENGINEERING SERVICES	\$ 5,040.00
CDW GOVERNMENT	COMPUTER SUPPLIES	\$ 3,600.18
CENGAGE LEARNING	LIBRARY MATERIALS	\$ 203.13
CENTER POINT	LIBRARY MATERIALS	\$ 124.02
CHEMSEARCH	URINAL SCREENS	\$ 116.76
CHILDS, HANNAH	WHITEWATER LEAGUE	\$ 1,000.00
COLLECTION SERV CENTER	CHILD SUPPORT PAYMENT	\$ 539.52
CORKERY, CATHY	LIBRARY PROGRAM	\$ 50.00
CORKERY, KATHY	FABRIC REPAIR KIT	\$ 35.21
DEL CO ECONOMIC DEVELOPMENT	FY 2015-16	\$ 15,000.00
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	\$ 14.60
DEL CO SOLID WASTE COMMISSION	LANDFILL CHARGES	\$ 1,056.30
DEL CO TOURISM	GRANTS	\$ 3,621.07
DEPARTMENT OF THE TREASURY	PCOR FEES	\$ 7.50
DIAMOND VOGEL PAINTS	PAINT	\$ 216.54
DOLAN INS AGENCY	AIRPORT GENERAL LIABILITY	\$ 4,152.00
DON & WALT, LLC	BUILDING MAINT/REPAIRS	\$ 1,311.13
DUBUQUE COUNTY SHERIFF	NUISANCE NOTICE SERVICE FEE	\$ 20.00
EBSCO	LIBRARY MATERIALS	\$ 9,800.00
ECIA	ANNUAL DUES (1ST HALF)	\$ 1,553.70
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	\$ 21,667.87
EMBLEM ENTERPRISES	HASHMARKS	\$ 504.60
EMBROIDERY PLACE	PD UNIFORM	\$ 9.50
EQUIPMENT MANAGEMENT COMPANY	FIRE: EQUIPMENT/SERVICE	\$ 8,459.46
FAREWAY STORES	CONCESSIONS/SUPPLIES	\$ 2,622.28
FARNER-BOCKEN CO.	CONCESSIONS/SUPPLIES	\$ 1,969.40
FEHR GRAHAM	ENGINEERING SERVICES	\$ 16,497.75
FELDERMAN, KRISTIN	REFUND SWIM LESSONS	\$ 60.00
FOX ENGINEERING	SEWER RE-RATE STUDY	\$ 337.75
FUNKE, ANGIE	CARPET CLEANING	\$ 140.00
FUTURE LINE TRUCK EQUIP	FLASHERS	\$ 26.64
GAFFNEY, MICHELLE	PW SOCCER INSTRUCTOR	\$ 225.00
GALLS	PD SUPPLIES	\$ 280.23

GEORGEN AUTO	VEHICLE MAINTENANCE	\$	569.68
GRAYBILL COMMUNICATIONS	MICROPHONE	\$	110.00
GRUNDY NATIONAL BANK	SAFE DEPOSIT BOX	\$	10.00
HARRISON TRUCK CENTERS	VALVE, SWITCH	\$	106.86
HAUSERS WATER CONDITION, INC	D45	\$	40.00
HAWKINS, INC.	CHEMICALS	\$	491.33
HENDERSON TRUCK EQUIPMENT	LOW PROFILE STROBE LIGHT	\$	256.64
HERITAGE PRINTING	FORMS, PRINTING	\$	70.61
HOULIHAN SANITATION	GARBAGE/RECYCLING	\$	184.50
IA DIV OF LABOR SERVICES	BOILER INSPECTIONS	\$	280.00
ICASH	DUES	\$	460.00
IDNR	WATER SUPPLY ANNUAL FEE	\$	605.91
IN THE SWIM	VESTS/UMBRELLAS/BUMPERS	\$	792.77
INGRAM LIBRARY SERVICES, INC	LIB MATERIALS	\$	40.52
IOWA LEAGUE OF CITIES	DUES, CONFERENCE	\$	2,599.00
IOWA ONE CALL	ONE CALLS	\$	123.30
IOWA PATCH	HIGH PERFORMANCE PATCH	\$	1,433.60
IOWA PRISON INDUSTRIES	SIGNS	\$	302.72
IOWA TECHNOLOGIES, INC	COMPUTER REPAIR	\$	32.50
J & R SUPPLY, INC	COUPLERS	\$	370.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	\$	1,176.42
KARR, LLC	OFFICE SUPPLIES	\$	950.45
KATHY'S SEWING SHOP	PD UNIFORM	\$	19.00
KELTEK, INC	LIGHTS	\$	885.96
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	\$	22,144.52
KMCH	RADIO ANNOUNCEMENTS	\$	300.00
KOCH BROTHERS, INC	LIBRARY: COPIER MAINT	\$	205.29
KOLLUM, JASON	LIBRARY PROGRAM	\$	300.00
KRAMER, MILT L	REIMB MILEAGE/ECIA	\$	47.15
LANDSCAPES BY CHILDSPLAY, INC	FD: LANDSCAPE MATERIALS	\$	188.44
LIBRARY IDEAS LLC	FEEGAL MUSIC SUBSCRIPTION	\$	2,500.00
LOECKE BUILDING SERVICE	PD VESTIBULE DOOR REPAIR	\$	2,458.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	\$	311.97
MANCHESTER FIRE FIGHTERS ASSOCIATION	REIMB: BATTERIES	\$	75.42
MANCHESTER GOOD TO GREAT COMM	CPB GRANT: MURAL	\$	1,000.00
MANCHESTER PIZZA RANCH	CONCESSIONS	\$	592.50
MANCHESTER SIGNS	STREET SIGNS	\$	85.00
MARLA'S SCREEN PRINTS & MORE	REC PROGRAM T-SHIRTS	\$	338.30
MARTIN EQUIP OF IA-IL	OPERATING SUPPLIES	\$	589.65
MEDIACOM	PHONE/INTERNET	\$	404.09
MENDOZA, LORETTA	REFUND YOUTH SOCCER	\$	20.00
MES - MIDAM	FD SUPPLIES	\$	5,231.90
METLIFE	LIFE INSURANCE	\$	759.26
MID COUNTRY MACHINERY, INC	SUPPLIES	\$	978.85
MIDAMERICA BOOKS, INC	LIBRARY MATERIALS	\$	248.30
MIKE'S LANDSCAPING & LAWN CARE	LAWN MAINTENANCE	\$	100.00
NBS CALIBRATIONS, INC	SERVICE & CALIBRATION	\$	164.00
NE IA OVERHEAD DOOR	SPRINGS	\$	280.00
NE IA TELEPHONE SERVICE	KEY PAD, ALARM, INSTALLATION	\$	626.99
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	\$	555.67
OVERDRIVE	LIBRARY MATERIALS	\$	2,263.08
PALMER HARDWARE	OPERATING SUPPLIES	\$	2,888.19

PAYROLL ACCOUNT	PAYROLL WAGES	\$ 65,760.22
PEPSI COLA BOTTLING CO	CONCESSIONS	\$ 3,557.36
PITNEY BOWES	QUARTERLY POSTAGE, POSTAGE	\$ 1,860.72
POOL TECH, INC	POOL CHEMICALS/SUPPLIES	\$ 2,771.00
POSTMASTER	UTILITY BILL POSTAGE	\$ 548.93
PUBLIC AGENCY TRAINING COUNCIL	PD: SEMINAR	\$ 295.00
QUILL	OFFICE SUPPLIES	\$ 118.87
RADIO COMMUNICATIONS, INC	RADIO MAINTENANCE	\$ 564.28
RECORDED BOOKS	LIBRARY MATERIALS	\$ 425.00
RECREATION ENGINEERING & PLANNING	WHITewater PARK PROJECT	\$ 1,560.00
RIVER CITY STONE	REVTMENT STONE	\$ 1,038.78
RJ ENDER COMPUTERS	COMPUTER SUPPLIES	\$ 371.29
ROBERSON FIRE & SAFETY, INC	FIRE GRANT: SCBA UNITS	\$ 115,384.00
SCHOLASTIC INC.	LIBRARY MATERIALS	\$ 325.99
SCHRECK, JO	KIDS & CRITTER SUPPLIES	\$ 49.20
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	\$ 896.21
SHERE, ANGELA	CHILDREN'S LIB SUPPLIES	\$ 24.08
SIMON'S LAWN CARE & MAINTENANCE	MOWING	\$ 5,002.84
SMALL ANIMAL CLINIC	DOG: SHOTS & SPAY	\$ 96.00
SNAKES ALIVE!	LIBRARY PROGRAM	\$ 300.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	\$ 201.57
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	\$ 791.38
STATE HYGIENIC LABORATORY	LAB TESTS	\$ 227.00
SUE'S FLOWER & GARDEN CTR	FLOWERS, TREES	\$ 1,080.41
SUNSHINE BOY WINDOW CLEAN	FD WINDOW MAINTENANCE	\$ 100.00
T & W GRINDING	COMPOST CONTRACT	\$ 8,250.00
THOMPSON SHOES	PD UNIFORM	\$ 45.00
THREE RIVERS FS	FUEL	\$ 3,633.50
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	\$ 3,106.00
US CELLULAR	CELL PHONE, MOBILE DATA	\$ 194.49
VAN METER & ASSOCIATES, INC	CONFERENCE FEE	\$ 560.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	\$ 671.60
VERIZON WIRELESS	PD MOBILE DATA	\$ 203.28
VICK, TIMOTHY J	REIMB MILEAGE	\$ 110.40
VISION SERVICE PLAN	VISION INSURANCE	\$ 564.08
WAGeworks	FLEX PLAN PAYMENT	\$ 243.90
WEBER PAPER CO, INC	RESTROOM SUPPLIES	\$ 307.76
WELLMARK	HEALTH/DENTAL INSURANCE	\$ 18,798.75
WERTJES UNIFORMS, INC	PD: UNIFORM	\$ 432.68
WESSELS, JAMES L	TREE REMOVALS	\$ 2,537.50
WIDNER DRUG	BANDAGES	\$ 2.55
WINDSTREAM	TELEPHONE/INTERNET	\$ 1,066.24
WT.COX	SUBSCRIPTIONS	\$ 2,120.07
ZANGERLE REPAIR	STARTER	\$ 99.75
ZEE MEDICAL, INC	FIRST AID SUPPLIES	\$ 2,090.20
**PAYROLL EXPENSES	6/22/2015 - 7/09/2015	\$ 92,114.29
TOTAL		\$ 537,482.88
	FUND TOTALS	
	001 GENERAL FUND	\$ 409,993.40
	110 ROAD USE TAX	\$ 35,252.54
	112 EMPLOYEE BENEFITS	\$ 2,574.58

	123 HOTEL MOTEL TAX	\$ 6,895.14
	167 TIRRILL TRUST	\$ 1,582.64
	182 PARK GIFT & TRUST	\$ 465.00
	188 ANIMAL CONTROL	\$ 96.00
	196 LIBRARY GIFT & TRUST	\$ 5,180.44
	302 DOWNTOWN INCENTIVE	\$ 234.05
	307 WHITEWATER PARK PROJECT	\$ 3,413.00
	308 BIKEWAY/WALKWAY PROJECTS	\$ 9,614.72
	324 STREET PROJECTS	\$ 9,148.04
	326 SEWER CAPITAL IMPR	\$ 1,373.75
	600 WATER FUND	\$ 26,002.96
	610 SEWER FUND	\$ 25,656.62
	GRAND TOTAL	\$ 537,482.88

Monthly Revenues

FUND	CURRENT PERIOD	YEAR TO DATE
GENERAL TOTAL	\$ 123,910	\$ 123,910
FRANCHISE FEES TOTAL	\$ 2,328	\$ 2,328
HOTEL MOTEL TAX TOTAL	\$ 216	\$ 216
ROAD USE TAX TOTAL	\$ 53,252	\$ 53,252
EMPLOYEE BENEFIT TOTAL	\$ 3,910	\$ 3,910
POLICE SPECIAL USES TOTAL	\$ 101	\$ 101
EMERGENCY FUND TOTAL	\$ 355	\$ 355
LOCAL OPTION SALES TAX TOTAL	\$ 40,055	\$ 40,055
TAX INCREMENT FINANCING TOTAL	\$ 5,484	\$ 5,484
PARK GIFT & TRUST TOTAL	\$ 1,163	\$ 1,163
LIBRARY GIFT & TRUST TOTAL	\$ 1,393	\$ 1,393
POLICE CANINE TOTAL	\$ 551	\$ 551
DEBT SERVICE TOTAL	\$ 6,113	\$ 6,113
WHITEWATER PARK PROJECT TOTAL	\$ 800	\$ 800
STREET IMPROVEMENT TOTAL	\$ 360	\$ 360
WATER FUND TOTAL	\$ 49,231	\$ 49,231
UTILITY DEPOSIT TRUST TOTAL	\$ 300	\$ 300
SEWER FUND TOTAL	\$ 71,437	\$ 71,437
TOTAL	\$ 360,959	\$ 360,959

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 Post Prom Committee Request

Melissa Coates, representing the West Delaware Post Prom Committee, discussed with the Council ideas the Committee is considering for fundraising.

5.2 National Service Line Program

REMOVED FROM AGENDA

5.3 R-084-2015 Resolution Awarding Banking Services Contract
Motion by Sherman, seconded by Poynor to adopt R-084-2015 Resolution Awarding Banking Services Contract to F&M Bank. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken. NAYS: None.

6. Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction project progress.

7. Reports

7.1 City Attorney

City Attorney Jim Peters updated the Council on the abandoned property at 500 North Franklin Street.

7.2 City Manager

City Manager Tim Vick updated the Council on street maintenance and nuisance concerns.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Poynor informed the Council that she had been contacted regarding the number of deer in the city limits and asked that the Council discuss this at a future meeting.

Council Member Sherman commented that he had been re-elected Chair for the Delaware County Economic Development Commission.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Poynor that the meeting adjourn at 4:32pm. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
July 23, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Ron Struble, Connie Behnken. Absent: Dan Stelken.

Also present: Jim Hauschild, Perry Peterson, Taylor Matteson, Joel Kluesner, Ryan Wicks.

Items discussed at the committee meeting were: 2015 Street Project; Bikeway Walkway Projects; Whitewater Park Project; Panhandling Ordinance; South 5th Street Reconstruction; RMC Water Main Relocation; Software Conversion; Sidewalks; and department reports were given.

The meeting adjourned at 8:07am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, July 27, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Approval of the Agenda

Motion by Poynor, seconded by Struble to approve the agenda as presented. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken, Sherman, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the July 13, 2015 City Council Meeting

2.2 R-085-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- Minutes of the July 22, 2015 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- New 5 day On Premise Class B Beer Permit with Outdoor Service Area for the Hartwick Lake Ski Club for their August 15 event at Schram Park
- Renewal On Premise Class C Liquor License with Catering Privilege, Outdoor Service, and Sunday Sales for Fireside Pub & Steakhouse

2.5 R-086-2015 Resolution Amending Salary Resolution (Police)

2.6 Approve request of the Parks & Recreation Department to close a portion of South Franklin Street on September 5 (rain date September 6) from 4:00pm until midnight for the "Movie in the Street" event

2.7 R-087-2015 Resolution Approving Engineering Agreement (RMC Water Main Relocation)

2.8 Approve payment of claims totaling \$18,538.25 to Fehr Graham for engineering services

2.9 Approve sale of 1959 Farmall 560 Tractor to Bryan Russert for \$5,579.00

2.10 Approve the purchase of Summit Software's Utility Billing Internet and Receipts Management Credit Card Interface modules at a cost of \$5,290.00

2.11 R-088-2015 Resolution Approving Plat of Survey (Kann)

2.12 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. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER, INC	HP IMAGING DRUM/RECORDS	79.95
AMERICAN LEGION POST 45	US FLAGS	130.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,373.53
BAUMGARTNER GATE FACTORY	DROP STEEL	350.00
BECKER ELECTRIC, LLC	COMPLEX REPAIRS	342.60

JOEY LYNN BOYD	REFUND SWIM LESSON	25.00
BUNTING, CLIFFORD D	MILEAGE TO EIRHA	48.30
CEDAR RAPIDS BALL CLUB	2015 KERNELS TICKETS	650.00
CHEMSEARCH	SPRAY POWER GRIP	73.94
CITY LAUNDERING	MAINTENANCE	87.26
CITY OF MANCHESTER	STREET DEPT RADIO PURCHASE	100.00
DEL CO EMERGENCY MGT	ANNUAL CONTRIBUTION	4,661.10
DEMCO	LIBRARY MATERIALS	89.87
DORSEY & WHITNEY, LLP	LEGAL FEES: 2015 GO BONDS	22,326.50
DRUHL, MICHAEL	DEPOSIT REFUND	68.88
FAREWAY STORES	COMPLEX CONCESSIONS	911.89
FARNER-BOCKEN CO.	CONCESSIONS	1,766.41
FISH SHACK	AQUARIUM MAINTENANCE	75.00
JIM FISHER	INTERIOR GRANT	8,686.25
HACH CO, INC	CHEMICALS	374.89
HERITAGE PRINTING	ORIGINAL/EFILED STAMPS	32.00
IA LIBRARY SERVICES	BRIDGES E-BOOK	65.00
IDNR	CONSTRUCTION PERMIT APPL	100.00
IMWCA	WORK COMP PREMIUM	66,264.00
IN THE SWIM	STACKING CHAIRS	1,499.88
INGRAM LIBRARY SERVICES	LIB MATERIALS	7.47
JC CROSS CO	WWTP BLOWER/FRAME	2,343.00
K & K LOGO DESIGNS, LTD	U OF I FTK 5K RUN SHIRTS	385.00
KARR, LLC	OFFICE SUPPLIES	461.92
KIPP BROTHERS/KIPP TOYS	LIBRARY PROGRAM SUPPLIES	112.77
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	369.00
KRAMER, MILT L	REIMB MILEAGE	39.10
KRISTY FOLSOM: PETTY CASH	PETTY CASH	40.00
MANCHESTER AREA CHAMBER	RHUBARB RUN REGISTRATIONS	108.60
MANCHESTER SIGNS	SIGNS	488.00
MARLA'S SCREEN PRINTS	POOL STAFF SHIRTS	951.01
METLIFE	LIFE INSURANCE	759.26
MID AMERICA ADMINISTRATIVE	RETIREMENT BENEFITS	1,843.62
MIDWEST TAPE	LIBRARY MATERIALS	264.58
NATIONWIDE MUTUAL FIRE INS	FLOOD INSURANCE: WWTP	3,153.00
OVERDRIVE	BRIDGES E-BOOK	701.11
PEPSI COLA BOTTLING CO	COMPLEX CONCESSIONS	661.80
PETERS LAW OFFICE	LEGAL FEES	1,465.72
POSTMASTER	UTILITY BILLING POSTAGE	631.30
PR DIAMOND PRODUCTS, INC	MULTI-PURPOSE BLADE	215.00
QUILL	OFFICE SUPPLIES	52.75
RADIO COMMUNICATIONS, INC	TECH SERVICE/SLIDE SWITCH	663.00
RECORDED BOOKS	LIBRARY MATERIALS	35.00
RECREATION ENGINEERING	WHITWATER PARK DESIGN	707.00
RELIANCE STANDARD LIFE INS	LIFE INSURANCE BINDER	393.15
RIVER CITY STONE	SCHRAM TRAIL SCREENINGS	95.26
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	558.17
SHELLEY, KYRSTYN & WM	DEPOSIT REFUND	58.03
SNOW, JEFF & VANNESSA	DEPOSIT REFUND	29.35
AMANDA SOLOMON	5K RACE EXPENSE REIMB	118.01

SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	175.57
STATE HYGIENIC LABORATORY	TESTING	182.50
SULLIVAN, EMILY	CPR REIMB	245.00
SUNSHINE BOY WINDOW CLEAN	WINDOW CLEANING	130.00
TAUKE, MATT	BAGS/SWAT SHEARS/CIRE KITS	754.98
THE GREEN SPOT	4 PK FLOWERS	19.90
TOP GRADE EXCAVATING	#3: 2015 STREET PROJECT	439,833.86
TSCHIGGFRIE EXCAVATING	#1: WALKWAY PROJECTS	131,895.24
UPS	POSTAGE (LATE FEE)	1.56
VICK, TIMOTHY J	MILEAGE IACMA	174.23
VISION SERVICE PLAN	INSURANCE	564.08
WEBER PAPER CO, INC	TOWELS/TP/LINERS	157.38
WELLMARK	INSURANCE	19,315.39
WESSELS, JAMES L	TREE REMOVAL	6,430.00
WINDSTREAM	PHONE & INTERNET	102.28
ZEE MEDICAL, INC	FIRST AID SUPPLIES	30.74
TOTAL		727,905.94
FUND TOTALS		
	GENERAL	25,536.86
	ROAD USE TAX	1,269.50
	EMPLOYEE BENEFIT	75,009.47
	PARK GIFT & TRUST	1,138.00
	LIBRARY GIFT & TRUST	67.93
	DEBT SERVICE	22,326.50
	DOWNTOWN INCENTIVE	8,686.25
	WHITewater PARK PROJECT	707.00
	BIKEWAY/WALKWAY PROJECTS	131,895.24
	STREET PROJECTS	439,833.86
	SEWER CAPITAL IMPR	2,343.00
	WATER FUND	8,732.64
	UTILITY DEPOSIT TRUST	156.26
	SEWER FUND	10,203.43
	TOTAL	727,905.94

Monthly Revenues:

FUND	AMOUNT
GENERAL FUND	127,629.41
FRANCHISE FEES	2,328.71
HOTEL MOTEL TAX	216.54
ROAD USE TAX	53,252.43
EMPLOYEE BENEFITS	3,910.18
POLICE SPECIAL USES	101.64
EMERGENCY FUND	355.85
LOCAL OPTION SALES TAX	40,055.24
TAX INCREMENT FINANCING	5,484.14
PARK GIFT & TRUST	1,186.00
LIBRARY GIFT & TRUST	1,393.55

POLICE CANINE	551.02
DEBT SERVICE	6,113.16
WHITEWATER PARK PROJECT	800.00
STREET IMPROVEMENT FUND	360.00
WATER FUND	50,368.85
UTILITY DEPOSIT TRUST	375.00
SEWER FUND	73,451.96
TOTAL	367,933.68

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 National Service Line Program

Ashley Shiwarski, Utility Service Partners, presented the Council with information regarding the Service Line Warranty Program for homeowners offered by Utility Service Partners. The voluntary program is endorsed by the National League of Cities and the Iowa League of Cities. The warranty program offers three different programs to assist homeowners with the costs of replacing water and sewer service lines from the home to the main, and covers the typical kinds of failures a property owner may see including: a leaking curb stop, a frozen service line, or plugged/collapsed sewer service line. Utility Service Partners will not offer their program in a community without the support and endorsement of the City Council.

The Council discussed the program in depth with Ms. Shiwarski, including the three programs offered to homeowners, the cost of the programs, and coverage provided. Ms. Shiwarski will provided the City with a contract for review.

6. Construction Project Updates

City Manager Tim Vick updated the Council on construction projects.

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Tim Vick informed the Council that staff is working on abandoned properties in town.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Struble asked for clarification from Utility Service Partners as why the service line program isn't offered for mobile homes.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Sherman, seconded by Behnken to adjourn the meeting at 5:56pm. ON CALL OF ROLL: AYES: Sherman, Behnken, Poynor, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
August 6, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Ron Struble, Connie Behnken.
Absent: None.

Also present: Jim Hauschild, Perry Peterson, Larry Schmidt, Taylor Matteson, Chad Wulfekuhle, Ryan Wicks.

Items discussed at the committee meeting were: 2015 Street Project; Bikeway Walkway Projects; Whitewater Park Project; South 5th Street Reconstruction; Sidewalks; Urban Deer; 500 North Franklin Street; 314 West Main Street; TIF Policy; and department reports were given.

The meeting adjourned at 8:56am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, August 10, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Ron Struble. Absent: Connie Behnken.

Tom Amthauer, Country Cruisers Car Club, presented the City Council with an Appreciation Plaque and thanked the City for their support and assistance during the weekend of the Annual Car Cruise.

1.3 Approval of the Agenda

Motion by Poynor, seconded by Struble to approve the agenda as presented. ON CALL OF ROLL: AYES: Poynor, Struble, Sherman, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the July 27, 2015 City Council Meeting

2.2 R-089-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- Minutes of the August 3, 2015 Parks & Recreation Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Native Wine Permit for Casey's General Store #2185 (W. Main St.)
- Renewal Application for Off Premise Class C Beer Permit with Native Wine and Sunday Sales for Kwik Star #790
- New Application On Premise 5 Day Class B Beer Permit with Outdoor Service Area for Iowa Craft Beer Tent for the August 29, 2015 Chamber of Commerce Bacon & Hops Event

2.5 R-090-2015 Resolution Amending Salary Resolution (Water)

2.6 R-091-2015 Resolution Approving Ingress/Egress Easement (EIRHA)

2.7 R-092-2015 Resolution Approving and Adopting the City of Manchester Fee Schedule

2.8 Board of Adjustment

- Review decision of the Board of Adjustment to approve the request of Sam Childs, for property located at 705 North Franklin Street, for an exception to Section 165.6.2 of the City of Manchester Code of Ordinances, which will allow for a reduction of 2.5 feet to the minimum side yard setback of 6.5 feet and a reduction of 4 feet to the minimum rear yard setback of 30 feet for the construction of a proposed garage addition

2.9 Approve the quote from Erickson Construction in the amount of \$4,301.90 for sidewalk and driveway work at 218 West Main Street

2.10 R-093-2015 Resolution Approving Change Order #1 (South 5th Street Reconstruction)

2.11 Approve Pay Estimate #1 in the amount of \$79,959.07 to Horsfield Construction for the South 5th Street Reconstruction Project

2.12 R-094-2015 Resolution Approving Change Order #3 (Bikeway/Walkway Projects)

2.13 Approve Pay Estimate #2 in the amount of \$33,326.42 to Tschiggfrie Excavating for the West Marion Street Trail & Riverfront Trail Extension Project

2.14 Approve Pay Estimate #7 in the amount of \$44,964.97 to Taylor Construction for the Whitewater Park Project

2.15 Approve Pay Estimate #4 in the amount of \$337,933.88 to Top Grade Excavating for the 2015 Street Improvement Project

2.16 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Struble, seconded by Stelken approve the Consent Agenda. ON CALL OF ROLL: AYES: Struble, Stelken, Poynor, Sherman. NAYS: None.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER, INC	HP IMAGING DRUM/RECORDS	\$ 79.95
AFLAC	AFLAC	\$ 354.70
AK SPORTS	RAIN JACKET, SHIRTS	\$ 13.75
AMAZON	LIB MATERIALS	\$ 105.64
AMERICAN LEGION POST 45	US FLAGS	\$ 130.00
BAKER & TAYLOR BOOKS	LIB MATERIALS	\$ 1,373.53
BARRON MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	\$ 100.34
BAUMGARTNER GATE FACTORY,	DROP STEEL	\$ 350.00
BECKER ELECTRIC, LLC	COMPLEX OUTLET/CIRCUIT REPAIR	\$ 342.60
BOOK PAGE	SUBSCRIPTIONS	\$ 300.00
BOUBIN TIRE	REPAIR	\$ 102.17
BUNTING, CLIFFORD D	MILEAGE TO EIRHA	\$ 48.30
CENTER POINT	LIB MATERIAL	\$ 124.02
CHEMSEARCH	SPRAY POWER GRIP	\$ 73.94
CITY LAUNDERING	MAINTENANCE	\$ 218.15
CITY OF MANCHESTER	COMPLEX W/S	\$ 488.25
CITY OF MANCHESTER-FLEX	FLEX WITHHOLDINGS	\$ 2,103.69
COLLECTION SERV CENTER	CHILD SUPPORT WITHHOLDINGS	\$ 289.52
DATA TECHNOLOGIES, INC	UTILITY BILLING ONLINE	\$ 2,645.00
DEL CO PLUMBING, LLC	2ND FLOOR AC	\$ 573.11
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	\$ 750.00
DEMCO	LIB MATERIALS	\$ 543.93
DORSEY & WHITNEY, LLP	LEGAL FEES: 2015 GO BOND (NEW)	\$ 22,326.50
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	\$ 22,334.43
FAREWAY STORES	CONCESSION SUPPLIES	\$ 911.89
FARNER-BOCKEN CO.	CONCESSION SUPPLIES	\$ 1,058.69
FEHR GRAHAM	ENGINEERING FEES	\$ 18,538.25
FISH SHACK	AQUARIUM MAINTENANCE	\$ 75.00
GRUNDY NATIONAL BANK	DIRECT DEP FEES 2ND QUARTER	\$ 70.70
HAWKINS, INC.	CHEMICALS	\$ 436.55
IA LIBRARY ASSOC	ANNUAL CONFERENCE	\$ 206.00
IA LIBRARY SERVICES	FY16 DATABASE SUBSCRIPTION FEE	\$ 373.95
IA ONE CALL	ONE CALLS	\$ 68.00
IA SECRETARY OF STATE	NOTARY RENEWAL	\$ 30.00
IDNR	CONSTRUCTION PERMIT APPL	\$ 100.00
IN THE SWIM	STACKING CHAIRS	\$ 1,499.88
INGRAM LIBRARY SERVICES,	LIB MATERIALS	\$ 7.47

IPERS	IPERS	\$ 31,316.17
J & R SUPPLY, INC	2015 STREET PROJECT SUPPLIES	\$ 5,295.00
JC CROSS CO	WWTP BLOWER/FRAME	\$ 2,343.00
K & K LOGO DESIGNS, LTD	U OF I FTK 5K RUN SHIRTS	\$ 135.00
KARR, LLC	OFFICE & BUILDING SUPPLIES	\$ 915.23
KIPP BROTHERS/KIPP TOYS	LIB PROGRAM SUPPLIES	\$ 112.77
KIRKHAM MICHAEL, INC	APL	\$ 10,600.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	\$ 306.00
KRAMER, MILT L	MILEAGE REIMB: ECIA MEETINGS	\$ 94.30
KRISTY FOLSOM: PETTY CASH	PETTY CASH	\$ 40.00
MANCHESTER FIRE FIGHTERS	ADVANCED EYECARE REIMB	\$ 92.00
MANCHESTER SIGNS	ENTER@RISK/RULES	\$ 488.00
MEDIACOM	LIB PHONE	\$ 8.63
MES - MIDAM	DRYER	\$ 5,567.90
MIDWEST TAPE	LIB MATERIALS	\$ 1,086.46
MIKE'S LANDSCAPING & LAWN	MOWING CONTRACT	\$ 100.00
ORKIN EXTERMINATION	ANNUAL SERVICE FEES	\$ 725.76
OVERDRIVE	LIB MATERIALS	\$ 771.09
PALMER HARDWARE	SPRING	\$ 355.43
PAYROLL ACCOUNT	XMAS CLUB DEDUCTIONS	\$ 525.00
PEPSI COLA BOTTLING CO	COMPLEX CONCESSIONS	\$ 661.80
PRICE INDUSTRIAL ELECTRIC	NEW LED WALK LIGHTS	\$ 4,278.00
RADIO COMMUNICATIONS, INC	DUST COVER/CLIP/BATTERY	\$ 644.55
RECORDED BOOKS	SUBSCRIPTION	\$ 1,035.00
RECREATION ENGINEERING &	WHITewater PARK DESIGN	\$ 707.00
RELIANCE STANDARD LIFE INS	LIFE INSURANCE BINDER	\$ 393.15
RITE PRICE	PENS	\$ 11.99
RIVER CITY STONE	SCHRAM TRAIL SCREENINGS	\$ 95.26
SCHUMACHER ELEVATOR CO, I	SCHEDULED MAINTENANCE	\$ 151.69
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	\$ 697.46
AMANDA SOLOMON	5K RACE EXPENSE REIMB	\$ 118.01
STANDARD AUTO PARTS	BRAKE PADS/SHOES/ROTOR/DRUM	\$ 604.53
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	\$ 130.00
TELEGRAPH HERALD	SUBSCRIPTION	\$ 276.00
THE GAZETTE	SUBSCRIPTION	\$ 260.00
THE GREEN SPOT	4 PK FLOWERS	\$ 19.90
THREE RIVERS FS	FUEL	\$ 4,434.96
TREASURER STATE OF IOWA	STATE TAX	\$ 3,282.00
UPS	POSTAGE	\$ 1.56
US CELLULAR	CELL DATA	\$ 139.02
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	\$ 671.60
VICK, TIMOTHY J	MILEAGE IACMA	\$ 174.23
WEBER PAPER CO, INC	TOWELS/TP/LINERS	\$ 157.38
WELLMARK	HEALTH INS	\$ 2,990.26
WINDSTREAM	TELEPHONE	\$ 377.22
ZEE MEDICAL, INC	FIRST AID SUPPLIES	\$ 30.74
PAYROLL CHECKS		\$ 66,098.97
TOTAL		\$ 228,467.92
	FUND TOTALS	
	GENERAL	\$ 130,796.37

	ROAD USE TAX	\$ 23,507.70
	EMPLOYEE BENEFIT	\$ 393.15
	TIRRILL TRUST FUND	\$ 815.99
	PARK GIFT & TRUST	\$ 488.00
	LIBRARY GIFT & TRUST	\$ 163.71
	DEBT SERVICE	\$ 22,326.50
	DOWNTOWN INCENTIVE	\$ 197.65
	WHITewater PARK PROJECT	\$ 707.00
	BIKEWAY/WALKWAY PROJECTS	\$ 6,944.50
	STREET PROJECTS	\$ 13,519.25
	SEWER CAPITAL IMPR	\$ 2,343.00
	WATER FUND	\$ 13,592.76
	SEWER FUND	\$ 9,478.84
	SEWER CAPITAL PROJECT	\$ 3,193.50
	TOTAL	\$ 228,467.92

Monthly Revenues:

FUND	MONTHLY REVENUES
GENERAL	\$ 48,412.55
FRANCHISE FEES	\$ 55,668.45
STREET EQUIP RESERVE	\$ 5,579.00
EMPLOYEE BENEFITS	\$ 1,637.88
POLICE SPECIAL USES	\$ 100.00
HOUSING ACQ/DEMOLITION	\$ 3,112.60
PARK GIFT & TRUST	\$ 1,074.00
LIBRARY GIFT & TRUST	\$ 161.24
WHITewater PARK PROJECT	\$ 25,000.00
WATER	\$ 48,676.92
UTILITY DEPOSIT TRUST	\$ 825.00
SEWER	\$ 76,636.26
TOTAL	\$ 266,883.90

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.6 Approve the request of Franklin Street Brewing Company to display a sign for the River Runner Regatta on the West Marion Street Bridge from September 19-26, 2015
 Kyle Sands, Franklin Street Brewing Company, addressed the Council regarding the River Runner Regatta to be held at the Whitewater Park on September 26, 2015. They are requesting permission to place two banners, a 4' x 10' and 4' x 30', on the West Marion Street Bridge the week of the event.

City Manager Vick commented that the City of Manchester is one of the sponsors for the event, and that he recommends approval of the banners contingent upon a City Street Department employee being present when the banners are hung on the bridge.

Motion by Poynor, seconded by Sherman to approve the request of Franklin Street Brewing Company to display a sign for the River Runner Regatta on the West Marion Street Bridge from September 19-26, 2015. ON CALL OF ROLL: AYES: Poynor, Sherman, Stelken, Struble. NAYS: None.

5.2 Manchester Fire Department Concrete Project

Mike Ryan, Fire Chief, informed the Council that concrete on the south side of the Fire Station needs to be replaced due to problems with the settling and cracking of the concrete. Ryan referred the Council to a letter he sent regarding the problems with the concrete and the bids received for the replacement of the concrete. The concrete will be replaced from the building to the sidewalk along the length of the building. The cost for the replacement will be covered in the current fire budget.

Motion by Stelken, seconded by Struble to approve the concrete project at the Manchester Fire Station. ON CALL OF ROLL: AYES: Stelken, Struble, Poynor, Sherman. NAYS: None.

5.1 R-095-2015 Resolution Approving Marketing License Agreement between the City of Manchester, Iowa, and Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America

City Attorney Peters advised that he had reviewed the agreement and has no objections to how it is worded.

The Council discussed reservations about using the City logo on the promotional materials and the wording of the letter sent to residents. The Council also discussed the program, the value to residents, and assessments. Following discussion, the Council asked City Staff to contact Utility Service Partners to see if the letter can be modified.

Motion by Stelken, seconded by Poynor to table action on R-095-2015 Resolution Approving Marketing License Agreement between the City of Manchester, Iowa, and Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America until the next meeting. ON CALL OF ROLL: AYES: Stelken, Poynor, Sherman, Struble. NAYS: None.

5.3 Ordinance 009-2015 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding a New Section Regulating Panhandling

Motion by Struble, seconded by Poynor to approve the first consideration and adoption of Ordinance 009-2015 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding a New Section Regulating Panhandling. ON CALL OF ROLL: AYES: Struble, Poynor, Sherman, Stelken. NAYS: None.

5.4 Ordinance 010-2015 Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Building Codes

City Attorney Peters reviewed the Code changes with the Council, noting they were to update the City Code to current standards, make consistent and clarify terminology.

Motion by Sherman, seconded by Struble to approve the first consideration and adoption of Ordinance 010-2015 Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Building Codes. ON CALL OF ROLL: AYES: Sherman, Struble, Poynor, Stelken. NAYS: None.

5.5 R-096-2015 Resolution Adopting Building, Electrical and Plumbing Permit and Inspection Fee Schedules

City Manager Vick reviewed the fee changes with the Council, noting the Board of Construction had reviewed the revised fee structure and recommended approval.

Motion by Stelken, seconded by Poynor to adopt R-096-2015 Resolution Adopting Building, Electrical and Plumbing Permit and Inspection Fee Schedules. ON CALL OF ROLL: AYES: Stelken, Poynor, Sherman, Struble. NAYS: None.

5.7 R-097-2015 Resolution Adopting Tax Increment Financing (TIF) Incentive Program

City Manager Vick reviewed the proposed TIF Incentive Program with the Council. The TIF Incentive Program has been drafted to provide guidelines for encouraging economic development in the City and to enhance the City's commercial and industrial tax base. The proposed program outlines the policies and criteria to be used in providing TIF funds to new businesses or for the expansion of existing businesses.

Following discussion, motion by Poynor, seconded by Sherman to adopt R-097-2015 Resolution Adopting Tax Increment Financing (TIF) Incentive Program. ON CALL OF ROLL: AYES: Poynor, Sherman, Stelken, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

City Attorney Peters updated the Council on activity with nuisance properties.

7.2 City Manager

City Manager Vick informed the Council that the painting of the Williams Street water tower is done, there was a water main break on Saturday morning along South 1st Street, and that the car show went well over the weekend.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Sherman asked that the walkway signage project be placed on the next agenda.

Council Member Struble commented that Black Hills Energy has been in town doing work and that some seeding still needs to be completed.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Sherman, seconded by Struble that the meeting adjourn at 6:25pm. ON CALL OF ROLL: AYES: Sherman, Struble, Poynor, Stelken. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
August 20, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Ron Struble. Absent: Connie Behnken.

Also present: Jim Hauschild, Taylor Matteson, Perry Peterson, Chad Wulfekuhle, Jason Wenger, Dave Gibbs.

Items discussed at the committee meeting were: 2015 Street Project; Bikeway Walkway Projects; Whitewater Park Project; South 5th Street Reconstruction; Burrington Road PCC Overlay Project; National Service Line Warranty Program; Bikeway Signage Project; Good Neighbor Home Planned Unit Development Rezone Request; Bailey Drive Estates Second Subdivision; SW Industrial Park Fourth Subdivision; Alley Maintenance; and department reports were given.

The meeting adjourned at 8:48am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, August 24, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Presentation of Service Awards

Mayor Kramer presented Service Awards to Tim Vick for 10 years of service as City Manager to the City of Manchester and to Stephanie Placke for 5 years of service to the City of Manchester. Not present but also receiving Service Awards were Kathy Corkery for 10 years of service to the City of Manchester Police Department and Larry Schmidt for 35 years of service to the City of Manchester Street Department.

1.4 Approval of the Agenda

Mayor Kramer informed the Council that the amount for Consent Agenda Item 2.12 should be \$129,811.04. Motion by Sherman, seconded by Struble to approve the agenda as amended. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the August 10, 2015 City Council Meeting

2.2 R-098-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- the minutes of the July 9, 2015 Library Board meeting
- the July 2015 Library Statistical Report
- July 2015 IDNR Reports for the Wastewater Treatment Plant
- July 2015 Wastewater Treatment Plant Operations Report
- the minutes of the August 12, 2015 Commercial Incentive Committee meeting
- the minutes of the August 20, 2015 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class B Native Wine Permit with Outdoor Service and Sunday Sales for Lila's Frame Studio
- Renewal Application for On Premise Class C Native Wine Permit for The Bread Basket

2.5 Ordinance 009-2015 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding a New Section Regulating Panhandling, 2nd reading

2.6 Ordinance 010-2015 Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Building Codes, 2nd reading

2.7 R-099-2015 Resolution Approving Change Order #4 (Burrington Road Overlay Project)

2.8 Approve revised Pay Estimate #5 (Final - Revised) in the amount of (\$2,335.61) to Tschiggfrie Excavating Co. for the Burrington Road PCC Overlay Project

2.9 Ordinance 011-2015 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, first reading

2.10 R-100-2015 Resolution for Disposal of Equipment

2.11 Approve the proposal from River City Paving to pave the sloped portions of two alleys on River Street and one alley on Elm Street at an estimated cost of \$17,985

2.12 Approve Pay Estimate #3 in the amount of \$129,811.04 to Tschiggfrie Excavating Co. for the West Marion Street Trail & Riverfront Trail Extension Project

2.13 Approve payment in the amount of \$38,650.00 to K & W Coatings LLC for the exterior painting of the Williams Street Water Tower

2.14 Downtown Incentive Program Grant Applications

- Facade Grant for 121 South Franklin Street (Grumpy Bill's) in the amount of \$614.00 and \$818.66.

2.15 Downtown Incentive Program Grant Payments

- Façade Grant in the amount of \$3,845.27 to Jim Fisher for 124 E. Fayette St.

2.16 Approve payment of claims totaling \$17,155.25 to Fehr Graham

2.17 Approve payment of claims totaling \$3,375.00 to The Burrington Group

2.18 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. ON CALL OF ROLL: AYES: Sherman, Poynor, Behnken, Stelken, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONE CARTRIDGES	\$ 634.55
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	\$ 335.50
AFLAC	PAYROLL WITHHOLDINS	\$ 354.70
AK SPORTS	UNIFORMS	\$ 144.74
ALL INCLUSIVE REC	MEMORIAL BENCHES	\$ 1,321.00
ALLIANT ENERGY	ELECTRICITY	\$ 23,346.53
AMAZON	LIBRARY MATERIALS	\$ 105.64
AVENET, LLC	WEBSITE	\$ 750.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	\$ 842.92
BARD CONCRETE	SCHRAM PARK ROCK	\$ 1,975.76
BECKER ELECTRIC, LLC	TIRRILL PARK LOCATE WIRES	\$ 193.00
BLACK HAWK CO HEALTH DEPT	INSPECTIONS	\$ 568.00
BLACK HILLS ENERGY	NATURAL GAS	\$ 1,843.13
BOB STEPHEN MOTORS	VEHICLE MAINT	\$ 294.49
BOCKENSTEDT, SARAH	SOCCER REFUND	\$ 25.00
BOOK PAGE	SUBSCRIPTIONS	\$ 300.00
BROWN SUPPLY CO, INC	HI-VIS RAIN JACKET	\$ 90.82
BSN SPORTS	REC SUPPLIES	\$ 111.98
CENTER POINT	LIBRARY MATERIALS	\$ 124.02
CITY LAUNDERING	MAINTENANCE	\$ 130.89
CITY OF MANCHESTER	COMPLEX W/S	\$ 388.25
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINS	\$ 3,176.37
CLARK, ROD	SEIBERT HALL CLEANING	\$ 5.00
CLUTE, BREANNA B.	DEPOSIT REFUND	\$ 62.68
COLLECTION SERVICE CENTER	CHILD SUPPORT	\$ 539.52
CORKERY, KATHY	REIMBURSE EXPENSE	\$ 32.99
CRESCENT ELECTRIC SUPPLY	AIRPORT OBSTRUCTION LIGHT ON	\$ 525.00
DAVIS, CHRISTIAN	SEIBERT CLEANING	\$ 21.29

DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	\$ 33.60
DEL CO SOLID WASTE COMMISSION	LANDFILL FEES	\$ 970.20
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	\$ 1,125.00
DEMCO	LIBRARY MATERIALS	\$ 454.06
DON & WALT, LLC	A/C MAINTENANCE	\$ 120.99
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	\$ 20,564.19
ERIN LEARN: PETTY CASH	POSTAGE, REIMBURSEMENTS	\$ 90.18
FAREWAY STORES	OPERATING SUPPLIES	\$ 267.65
FRASHER, JR., ROBERT E.	SEIBERT CLEANING	\$ 12.00
GEORGEN AUTO	VEHICLE MAINT	\$ 67.99
GRUNDY NATIONAL BANK	CHRISTMAS CLUB, ACH FEES	\$ 557.80
HAUSERS WATER CONDITION,	D45	\$ 20.00
HAWKINS, INC.	CHEMICALS	\$ 379.28
HEFFERNEN, LIZ	SOCCER OFFICIAL	\$ 360.00
HERITAGE PRINTING	NOTARY STAMPS, SUPPLIES	\$ 94.00
HIHER, CHRISTOPHER	DEPOSIT REFUND	\$ 37.11
HOLIDAY INN (DSM)	CONFERENCE	\$ 332.64
HORSFIELD CONSTRUCTION	PAY ESTIMATE 1: SOUTH 5TH	\$ 79,959.07
HOULIHAN SANITATION	GARB & REYCL	\$ 315.25
IA DEPT OF AG & LAND STEW	LICENSE	\$ 75.00
IA LIBRARY ASSOC	ANNUAL CONFERENCE/KRISTY	\$ 206.00
IA LIBRARY SERVICES	FY16 DATABASE SUBSCRIPTION FEE	\$ 308.95
ICMA	PAYROLL WITHHOLDINGS	\$ 671.60
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	\$ 9.78
IPERS	PAYROLL WITHHOLDINGS	\$ 31,278.64
J & R SUPPLY, INC	2015 STREET PROJECT SUPPLIES	\$ 5,295.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	\$ 447.94
KARR, LLC	OFFICE SUPPLIES	\$ 983.09
KIRKHAM MICHAEL, INC	AIRPORT ENGINEERING	\$ 4,400.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	\$ 22,203.96
KMCH	ANNOUNCEMENTS	\$ 300.00
KNUTSON, MATTHEW	SOCCER OFFICIAL	\$ 360.00
KRAFT, SARAH M.	INSTRUCTOR FEES	\$ 100.80
LYNCH, SHELBY	DEPOSIT REFUND	\$ 46.04
MANCHESTER FIRE FIGHTERS	SAM ROLLED SPLINT 36'	\$ 38.80
MANCHESTER PIZZA RANCH	COMPLEX CONCESSIONS	\$ 513.75
MARLA'S SCREEN PRINTS	UNIFORM SUPPLIES	\$ 176.28
MARTIN EQUIP OF IA-IL	GUARD JD	\$ 208.64
MEDIACOM	PHONE/INTERNET	\$ 753.82
MIDWEST TAPE	LIBRARY MATERIALS	\$ 821.88
MIKE'S LANDSCAPING & LAWN	MOWING CONTRACT	\$ 200.00
MORRISON, LAWSON	SEIBERT CLEANING	\$ 16.41
MUSGROVE, CHANCE	SEIBERT CLEANING	\$ 14.00
NE IA TELEPHONE SERVICE	BLUE LED LIGHTS	\$ 250.00
NEUHAUS CONSTRUCTION	SIDEWALK REPAIR/RAMP	\$ 790.00
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	\$ 1,001.26
NICC	MREP MEDIACOM JAN-JUNE 2015	\$ 1,258.80
ONEIDA SIGNS, LLC	TREE STAKES, BENCH PLATES	\$ 71.85
OVERDRIVE	LIBRARY MATERIALS	\$ 69.98
PALMER HARDWARE	3-8FT FOLDING TABLES	\$ 564.29

PEPSI COLA BOTTLING CO	POOL CONCESSIONS	\$ 180.18
PITNEY BOWES	POSTAGE ALL DEPTS	\$ 1,008.50
POOL TECH, INC	BRIQUETTES	\$ 955.00
PRONTO MART	SUPPLIES	\$ 29.93
RADIO COMMUNICATIONS, INC	TECH SERVICES, SUPPLIES	\$ 504.55
RECORDED BOOKS	SUBSCRIPTION	\$ 1,000.00
REGIONAL MEDICAL CENTER	DRUG/ALCOHOL TESTING	\$ 60.00
RICOH USA, INC	FINAL BILL	\$ 85.59
RITCHISON, ROBERT	SEIBERT CLEANING	\$ 10.00
RUCKER, STACEY	REFUND DUE TO AGE	\$ 46.00
SCHMITZ, ANGELA	SWIM LESSON REFUND	\$ 35.00
SCHROEDERS CASH SUPPLY	LUMBER	\$ 135.82
SCHUMACHER ELEVATOR CO	SCHEDULED MAINTENANCE	\$ 151.69
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	\$ 419.91
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	\$ 9,055.68
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	\$ 175.57
STANDARD AUTO PARTS	BELT	\$ 320.31
STATE HYGIENIC LABORATORY	LAB TESTS	\$ 968.50
STEWART, KRISTINE S.	DEPOSIT REFUND	\$ 15.97
TASER INTERNATIONAL, INC	HOLSTER S&H	\$ 12.96
TAYLOR CONSTRUCTION INC	PAY 7: WHITEWATER PARK	\$ 44,964.97
TEAMSTERS LOCAL 238	UNION DUES	\$ 183.50
TELEGRAPH HERALD	SUBSCRIPTION	\$ 276.00
THE GAZETTE	SUBSCRIPTION	\$ 260.00
THOMAS, LAURA	MILEAGE REIMB CLERK SCHOOL	\$ 178.31
THREE RIVERS FS	FUEL	\$ 5,087.17
TOP GRADE EXCAVATING	PAY 4: 2015 STREETS	\$ 337,933.88
TRANS-IOWA EQUIPMENT	CURTAIN & BROOM PARTS	\$ 1,652.66
TREASURER STATE OF IOWA	STATE TAX	\$ 3,017.00
TSCHIGGFRIE EXCAVATING	PAY 2: TRAIL PROJECTS	\$ 33,326.42
UI DANCE MARATHON	5K PROCEEDS: DANCE MARATHON	\$ 2,337.00
US CELLULAR	CELL CHARGES	\$ 224.84
VASKE, NATHAN	DEPOSIT REFUND	\$ 56.90
VERIZON WIRELESS	MOBILE DATA	\$ 233.28
WALMART COMMUNITY/RFCSELLC	OFFICE/CLEANING SUPPLIES	\$ 192.52
WAUGH, CHASE	SEIBERT CLEANING	\$ 21.30
WEBER PAPER CO, INC	SUPPLIES	\$ 213.61
WEBER STONE COMPANY	SHELLY PARK SIGNAGE	\$ 905.00
WELLMARK	HEALTH/DENTAL INSURANCE	\$ 4,864.39
WESSELS, JEANNIE	DEPOSIT REFUND	\$ 66.06
WINDSTREAM	PHONE & INTERNET	\$ 2,207.29
PAYROLL CHECKS		\$ 59,973.95
TOTAL ACCOUNTS PAYABLE		\$ 730,788.55

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on the Good Neighbor Society's Request to Rezone to Planned Unit Development (PUD)

Mayor Kramer opened the Public Hearing at 5:11pm.

Mayor Kramer informed the Council that the Planning & Zoning Commission had reviewed the rezoning request and recommend the Council approve the rezoning.

David Snyder, Good Neighbor Society CEO, addressed the Council, commenting that the planned development allows the Good Neighbor Society to maximize the area they have to the benefit of Manchester.

Matt Shock, STS Civil Engineering, reviewed the plans for the development of the area with the Council.

Lola Galiher, Good Neighbor Society Long Term Planning Committee member, presented the Council with a petition in favor of the rezone.

The Council discussed with those present the plans for development, stormwater development, streets, and impact on adjoining properties.

There being no further oral comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:21pm.

4.2 Ordinance 012-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa

Motion by Poynor, seconded by Behnken to approve the first consideration and adoption of Ordinance 012-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.

5. Regular Agenda Items

5.1 Whitewater Park Project - Taylor Construction

Mayor Kramer informed the Council that Taylor Construction had requested the opportunity to meet with the Council to discuss their request for payment for 185 equipment hours.

City Manager Vick commented that the equipment hours in the contract were to be approved by the project engineer prior to use, and that the engineer has denied payment for these 185 hours because they were not authorized.

Brent Ihns, Taylor Construction, addressed the Council stating they are requesting payment for the 185 hours due to the additional work that was required to excavate and load additional fill that had to haul away due to changes in elevations from what was in the plans.

The City Council, City Attorney and Taylor Construction representatives discussed the project at length including the following items: the process for requesting the equipment hours, the project change orders and additional work, the contract and payment per feature, and communication with the engineer.

Following discussion, the City Council agreed they needed to speak with the engineer, Shane Sigle, to get his input on the additional equipment hours being requested.

5.2 Bikeway Signage Project

Motion by Stelken, seconded by Struble to approve proceeding with the bikeway signage project within the City of Manchester. ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor, Sherman. NAYS: None.

5.3 R-095-2015 Resolution Approving Marketing License Agreement between the City of Manchester, Iowa, and Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America

Following discussion, the Council took no action on this resolution.

5.4 R-101-2015 Resolution Approving Final Plat for Southwest Industrial Park Fourth Subdivision

Motion by Sherman, seconded by Stelken to adopt R-101-2015 Resolution Approving Final Plat for Southwest Industrial Park Fourth Subdivision. ON CALL OF ROLL: AYES: Sherman, Stelken, Behnken, Poynor, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that he has met with several groups from other communities regarding the City's whitewater park project.

7.3 City Clerk

City Clerk Learn updated the Council on progress with the installation of the new accounting and billing software.

7.4 City Council Members

Council Member Sherman informed the Council that there will be a DCED meeting on Friday.

7.5 Mayor

Mayor Kramer informed the Council that Mike Corkery has been hired as Delaware County's E911 Coordinator.

8. Information

The Council reviewed correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Poynor that the meeting adjourn at 6:22pm. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
September 3, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken. Absent: Ron Struble.

Also present: Jim Peters, Jim Hauschild, Ryan Wicks, Shane Sigle (by phone).

Items discussed at the committee meeting were: Whitewater Park Project.

The meeting adjourned at 7:59am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
September 10, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.

Absent: None.

Also present: Larry Schmidt, Perry Peterson, Jim Hauschild, Chad Wulfekuhle, Ryan Wicks, Donna Boss, Joe Hildebrand.

Items discussed at the committee meeting were: Housing Incentive Program; Whitewater Park Project; South 5th Street Reconstruction; Downtown Sidewalk Replacement Incentive; Tree Removal Policy; and department reports were given.

The meeting adjourned at 8:40am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, September 14, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Ron Struble, Connie Behnken (Council Member Behnken arrived at 5:06pm). Absent: None.

1.3 Approval of the Agenda

Mayor Kramer informed the Council that the dollar amount for item 2.14 should be changed to \$18,978.40. Motion by Struble, seconded by Sherman to approve the agenda as amended. ON CALL OF ROLL: AYES: Struble, Sherman, Poynor, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the August 24, 2015 City Council Meeting

2.2 R-102-2015 Resolution Approving Bills

2.3 Acknowledge receipt of City Reports & Minutes

- the minutes of the August 13, 2015 Library Board meeting
- the August 2015 Statistical Report for the Library
- the September 8, 2015 Parks & Recreation Commission meeting
- the August 2015 Wastewater Reports

2.4 Ordinance 009-2015 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding a New Section Regulating Panhandling, third reading & final adoption

2.5 Ordinance 010-2015 Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Building Codes, third reading & final adoption

2.6 Ordinance 011-2015 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, second reading

2.7 Ordinance 012-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, second reading

2.8 R-103-2015 Resolution Amending Salary Resolution

2.9 Downtown Incentive Program Grant Applications

- Commercial Interior Grant in the amount of \$4,671.20 for Castle Theatre at 112 East Main Street

2.10 Approve payment of claims totaling \$7,710.00 to The Burrington Group

2.11 Motion to appoint William Sueppel Jr., Meardon, Sueppel & Downer P.L.C., as the Employer Representative for the purpose of negotiating the police union contract which shall take effect as of July 1, 2016

2.12 Approve Pay Estimate #5 in the amount of \$173,978.36 to Top Grade Excavating for the 2015 Street Improvement Project

2.13 R-105-2015 Resolution Approving Engineering Agreement (South 5th Water Main Relocation)

2.14 Approve Pay Estimate #4 in the amount of \$18,978.40 to Tschiggfrie Excavating for the 2015 Trail Projects

2.15 Approve Pay Estimate #2 in the amount of \$187,103.72 to Horsfield Construction, Inc. for the South 5th Street Reconstruction Project

2.16 Approval of the Consent Agenda

Council Member Behnken arrived at 5:06pm. Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Poynor, seconded by Stelken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Poynor, Stelken, Behnken, Sherman, Struble. NAYS: None.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	\$ 335.50
AFLAC	PAYROLL WITHHOLDINGS	\$ 799.28
ALLIANT ENERGY	ELECTRICITY	\$ 23,488.37
ASCENT AVIATION	AVIATION FUEL	\$ 5,664.86
BARD CONCRETE	STREET REPAIRS	\$ 1,480.50
BARRON MOTOR SUPPLY	SOCKET	\$ 6.26
BAUMGARTNER GATE FACTORY	LIFT STATION MAINT	\$ 239.00
BECKER ELECTRIC, LLC	REPAIR LIFT STATION	\$ 61.88
BLACK HILLS ENERGY	HEATING FUEL	\$ 1,204.30
BROWN SUPPLY CO, INC	TRAFFIC PAINT	\$ 2,316.90
BURRINGTON GROUP, INC	ENGINEERING	\$ 3,375.00
CCP INDUSTRIES	UNCORDED EARPLUGS	\$ 83.68
CENTER POINT	LIBRARY MATERIALS	\$ 124.02
CITY LAUNDERING	RESTROOM SUPPLIES	\$ 698.26
CITY OF MANCHESTER	SPORTS COMPLEX WATER	\$ 402.30
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	\$ 4,254.44
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	\$ 1,079.04
D & S PORTABLES	SOCCER FIELD DUMPSTER	\$ 110.00
DEL CO FAIR SOCIETY	COMM PROM GRANT: RICKIE LEE	\$ 2,143.06
DEL CO SOLID WASTE COMM	LANDFILL	\$ 1,046.90
DEL CO TOURISM	ANNUAL CONTRIBUTION	\$ 5,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	\$ 1,500.00
DEMCO	OFFICE SUPPLIES	\$ 66.47
DEPENDABLE AUTOMOTIVE PRO	CAR MAINTENANCE PRODUCTS	\$ 89.50
DOCUMENT DESTRUCTION, LLC	QUARTERLY SHREDDING	\$ 43.00
DON & WALT, LLC	REPLACE A/C: CITY HALL	\$ 1,812.40
DON'S TRUCK SALES, INC	15 FREIGHTLINER REPAIR	\$ 112.81
DYERSVILLE COMMERCIAL, IN	PUBLICATION EXPENSE	\$ 260.00
ECIA	TRANSPORTATION LOCAL MATCH	\$ 3,226.00
EDGEWOOD AUTO & TIRE, LLC	TIRE REPAIR	\$ 151.84
EDGEWOOD OIL, INC.	VEHICLE MAINT SUPPLIES	\$ 176.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	\$ 37,445.61
FAREWAY STORES	WATER	\$ 5.34
FEHR GRAHAM	ENGINEERING	\$ 17,155.25
FINK, MARK	POWER WASH	\$ 1,275.00
JIM FISHER	FACADE GRANT: 124 E FAYETTE	\$ 3,845.27
FUNKE, ANGIE	FIRE STATION CLEANING	\$ 126.75
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	\$ 122.36
GALLS	MK3 WATER BASE STREAM	\$ 12.99
GEORGEN AUTO	13 IMPALA FUEL LEAK	\$ 61.81
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	\$ 1,050.00
HACH CO, INC	CHEMICALS	\$ 673.44

HARLAND TECHNOLOGY SERVICES	ANNUAL CLOUD RECOVERY SERVICE	\$ 3,238.00
HAUSERS WATER CONDITION	D45	\$ 20.00
IA DEPT OF PUBLIC SAFETY	TERMINAL BILLING/LINE CHARGE	\$ 4,326.00
IA ONE CALL	ONE CALL FEES	\$ 151.30
IDNR	NPDES PERMIT	\$ 210.00
IPERS	PAYROLL WITHHOLDINGS	\$ 41,251.87
J & R SUPPLY, INC	SUPPLIES	\$ 1,661.00
JOHN DEERE FINANCIAL	SUPPLIES	\$ 590.38
K & W COATINGS	WILLIAMS STREET WATER TOWER	\$ 38,650.00
KARR, LLC	CASH REGISTER TAPE	\$ 41.99
KATHY'S SEWING SHOP	POLICE UNIFORM	\$ 12.00
KENYON, LYDIA	MILEAGE REIMB ILL PROCEDURES	\$ 28.75
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	\$ 22,020.70
KMCH	RADIO ANNOUNCEMENTS	\$ 200.00
MANCHESTER FIRE FIGHTERS	REIMB FREIGHTLINER OUTLET	\$ 398.94
MANCHESTER GOOD TO GREAT	COMM PROM GRANT: LET IT FLOW	\$ 4,000.00
MANCHESTER PIZZA RANCH	CONCESSIONS	\$ 218.36
MANCHESTER SIGNS	WHITewater PARKING SIGN	\$ 190.50
MATTESON, TAYLOR	COMM PROM GRANT: TIRRILL	\$ 1,800.00
MEDIACOM	PHONE/INTERNET	\$ 826.58
MIDWEST TAPE	LIBRARY MATERIALS	\$ 910.95
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	\$ 495.51
NORTHERN IOWA TREE CARE	TREE ROMOVAL	\$ 600.00
NORTHLAND PRODUCTS CO	SERVICE DM 16 12 WEEK	\$ 134.95
PALMER HARDWARE	OPERATING SUPPLIES	\$ 229.06
PETERS LAW OFFICE	LEGAL FEES	\$ 1,104.00
PIERSCH, JONATHON	REIMB MEAL	\$ 8.82
POSTMASTER	UTILITY BILLING POSTAGE	\$ 647.53
RADIO COMMUNICATIONS, INC	TECH SERVICE 22 MOBILES,4 BASE	\$ 879.55
RAY'S EXCAVATING	CSB RAISED CEMENT REMOVAL	\$ 500.00
REGIONAL MEDICAL CENTER	POLICE PHYSICAL	\$ 27.00
SADLER POWER TRAIN	UNIVERSAL JOINT 1710	\$ 89.08
SAUNDERS, LYLE	MANCHESTER SIGN MAINTENANCE	\$ 200.00
SENSUS METERING SYSTEMS,	ANNUAL METER SOFTWARE	\$ 1,617.45
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT AGREEMENT	\$ 203.39
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	\$ 47.00
STATE HYGIENIC LABORATORY	LAB TESTS	\$ 189.00
SUNSHINE BOY WINDOW CLEAN	BUILDING MAINT	\$ 40.00
TAUKE, MATT	UNIFORM SUPPLIES	\$ 254.71
TEAMSTERS LOCAL 238	UNION DUES	\$ 367.00
THREE RIVERS FS	FUEL	\$ 3,168.68
TOP GRADE EXCAVATING	1ST ST LOT REPAIR	\$ 3,747.90
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	\$ 5,791.00
TRUMBLEE, DAVID	UNIFORM SUPPLIES	\$ 418.56
TSCHIGGFRIE EXCAVATING	PAY #3: TRAILS	\$ 129,811.04
UNITY POINT CLINIC	DRUG TESTING	\$ 74.00
USA BLUE BOOK	LAB SUPPLIES	\$ 359.81
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	\$ 1,343.20
VERIZON WIRELESS	PD MOBILE DATA	\$ 218.28
WAGeworks	FLEX PLAN PAYMENTS	\$ 90.78
WEBER PAPER CO, INC	RESTROOM SUPPLIES	\$ 199.62

WEBER STONE COMPANY	STONE: SHELLY MEMORIAL PARK	\$ 1,250.00
WELLMARK	HEALTH/DENTAL INSURANCE	\$ 6,738.52
WEST DELAWARE SCHOOLS	YEARBOOK	\$ 47.00
WINDSTREAM	TELEPHONE	\$ 19.08
ZEE MEDICAL, INC	FIRST AID SUPPLIES	\$ 31.00
PAYROLL CHECKS		\$ 102,872.86
TOTAL ACCOUNTS PAYABLE		\$ 507,688.09

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 R-104-2015 Resolution Approving Subdivision Plat (River Pointe Fourth Subdivision)
 Motion by Stelken, seconded by Sherman to adopt R-104-2015 Resolution Approving Subdivision Plat (River Pointe Fourth Subdivision). ON CALL OF ROLL: AYES: Stelken, Sherman, Behnken, Poynor, Struble. NAYS: None.

5.2 Delaware County Tourism funding request
 Motion by Sherman, seconded by Behnken to approve the request of the Delaware County Tourism Board for \$685.00 in Hotel/Motel Tax funds for the Delaware County Tourism Director to attend the 2015 Iowa Tourism Conference. ON CALL OF ROLL: AYES: Sherman, Behnken, Poynor, Stelken, Struble. NAYS: None.

5.3 Iowa Code Chapter 404 Urban Revitalization Tax Exemptions
 City Manager Vick informed the Council that the Housing Committee is recommending the City offer residential tax abatement incentives for new construction or renovations that meeting specific criteria. For the City of Manchester to provide residential tax abatement incentives, the City will need to prepare an Urban Revitalization Plan under Iowa Code Chapter 404. The process to adopt and enact the Urban Revitalization Plan will take approximately 90 days to complete with the required notifications and publications. During this time the Housing Committee will continue to work towards the development of policies and the finalization of the plan.

Following discussion, motion by Poynor, seconded by Stelken to proceed with having the City's Bonding Attorney prepare an Urban Revitalization Plan under Iowa Code Chapter 404 for Residential and Commercial Development Incentives. ON CALL OF ROLL: AYES: Poynor, Stelken, Behnken, Sherman, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that next week is the Iowa League of Cities Annual Conference so there will be no Committee of the Whole on September 24, 2015.

7.3 City Clerk

City Clerk Erin Learn informed the Council that the annual audit would start this week.

7.4 City Council Members

Council Member Struble asked about the pile of dirt west of Hardee's. City Manager Vick stated that the property owners have indicated that works will be starting on their project and the dirt will be gone as soon as the project starts.

7.5 Mayor

None.

8. Information

The Council reviewed the correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Struble that the meeting adjourn at 5:47pm. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Sherman, Stelken. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, September 28, 2015 5:00pm

1. Opening

1.1 Call to Order

Mayor Kramer called the meeting to order at 5:07pm.

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

1.3 Approval of the Agenda

Motion by Stelken, seconded by Behnken to approve the agenda as presented. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Sherman, Struble. NAYS: None.

2. Consent Agenda

- 2.1 Approval of the minutes of the September 14, 2015 City Council Meeting
- 2.2 R-106-2015 Resolution Approving Bills
- 2.4 Ordinance 011-2015 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, third consideration and final adoption
- 2.5 Ordinance 012-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration and final adoption
- 2.6 R-107-2015 Resolution Amending Salary Resolution (Seasonal Recreation)
- 2.7 Approve the appointment of Tim Vick to the Community Childcare of Manchester Board
- 2.8 R-108-2015 Resolution Approving Street Finance Report
- 2.9 R-109-2015 Resolution Declaring Necessity & Providing for Notice of Hearing on Proposed Urban Revitalization Plan
- 2.10 R-110-2015 Resolution Setting Date for Public Hearing on Designation of the Expanded Manchester Urban Renewal Area & on Urban Renewal Plan Amendment
- 2.11 Approve payment of claims totaling \$23,896.75 to Fehr Graham
- 2.12 Downtown Incentive Program Grant Payments
- 2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Council Member Struble asked that item 2.3 be removed from the Consent Agenda to be considered separately as he is an officer with the American Legion. Motion by Poynor, seconded by Stelken to approve the Consent Agenda as amended. ON CALL OF ROLL: AYES: Poynor, Stelken, Behnken, Sherman, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	305.00
AFLAC	PAYROLL WITHHOLDINGS	444.58
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,500.11
BARD CONCRETE	CONCRETE	305.88
BSN SPORTS	VOLLEYBALLS & CONES	214.00
BUNTING, CLIFFORD D	REIMB MILEAGE EIRHA	50.03
BURRINGTON GROUP, INC	CONSTRUCTION OBSERVATON	7,710.00
CASTLE THEATRE	POPCORN	45.00
CENTER POINT	LIB MATERIALS	124.02
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,181.76
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	539.52
COMMUNITY SAVINGS BANK	PARKING LOT RESURFACING	893.33
DEL CO AUDITOR	BEACON/GIS SERVICES	3,000.00

DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DES MOINES REGISTER	SUBSCRIPTION	344.38
DJ REPAIR	WATER DIG/HOSES	438.32
DON & WALT, LLC	STOOL REPAIR	81.71
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,650.59
KERRY ELLQUIST	MILEAGE REIMBURSEMENT	429.39
ERICKSON CONCRETE	WHITewater PARK PARKING LOT	4,600.00
FAREWAY STORES	SUPPLIES	9.98
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	92.77
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	525.00
HAWKINS, INC.	CHEMICALS	511.94
HERITAGE PRINTING	OFFICE SUPPLIES	83.25
HORSFIELD CONSTRUCTION	PAY ESTIMATE #2	187,103.72
IA DEPT OF TRANSPORTATION	FAX PAPER	67.60
IA LIBRARY SERVICES	SUPPORT CLASS FEE	20.00
IA PARK & REC ASSOC	2015 97 TICKETS SOLD	2,134.00
IA PATCH	HIGH PERFORMANCE PATCH	1,433.60
IA WALL SAWING SVCS	WHITewater PARKING	448.00
ICMA	MEMBERSHIP DUES	734.82
INGRAM LIBRARY SERVICES	LIB MATERIALS	23.68
IPERS	PAYROLL WITHHOLDINGS	41,837.35
J & R SUPPLY, INC	CC TAP	211.09
KENYON, MARY	BOOK	15.00
KIRKHAM MICHAEL, INC	ALP	600.00
KNS CONSTRUCTION	COMM PROMOTION GRANT 14-08	5,000.00
KOCH BROTHERS, INC	COPIER MAINTENANCE	169.19
KRAMER, MILT L	MILEAGE REIMB	102.64
LEARN, ERIN	MILEAGE REIMB: CLERKS MTGS	24.15
MANCHESTER AREA CHAMBER	LOGO PRIZE	20.00
MARLA'S SCREEN PRINTS & M	VB SHIRTS	561.58
MEDIACOM	PHONE	3.94
MIKE'S LANDSCAPING & LAWN	MOW CONTRACT	125.00
MOORHOUSE, KATHY	REFUND SEIBERT RENTAL	75.00
NE IA TELEPHONE SERVICE	PROJECTOR	2,318.15
PETERS LAW OFFICE	LEGAL FEES	941.06
PIERSCH, JONATHON	REIMB CONFERENCE	42.69
PITNEY BOWES	RENTAL AGREEMENT	201.72
PMMIC INSURANCE	AIRPORT UST INSURANCE	906.00
CARLY RECKER	FFB REFUND	20.00
REGIONAL FAMILY HEALTH	RECORD REQUEST	20.00
REGIONAL MEDICAL CENTER	POLICE PHYSICAL	321.95
RIVER CITY PAVING	STREET PATCHES	5,892.00
ANTONIO ROBERTSON	GARDEN REFUND	15.00
SCHUMACHER ELEVATOR CO, I	ELEVATOR MAINTENANCE	151.69
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	4,465.34
SPECIAL SERVICE SYSTEMS,	HYPERCOM MAINTENANCE	318.00
STATE HYGIENIC LABORATORY	LAB TESTS	784.50
IOWA DEPT OF REVENUE	PAYROLL WITHHOLDINGS	619.84
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	378.00
TOP GRADE EXCAVATING	PAY ESTIMATE #5	173,978.36
TREASURER STATE OF IOWA	STATE TAX	2,981.00

TRUMBLEE, DAVID	REIMB CONFERENCE	107.06
TSCHIGGFRIE EXCAVATING	PAY ESTIMATE #4	18,978.40
US CELLULAR	CELL PHONE	194.43
USA TODAY	SUBSCRIPTION	293.06
VANTAGE TRANSFER AGENTS	ICMARC	671.60
VICK, TIMOTHY J	REIMB MILEAGE/CORALVILLE	82.80
WALMART COMMUNITY/RFCSELLC	OFFICE/CLEANING SUPPLIES	594.04
WELLMARK	PAYROLL WITHHOLDINGS	4,864.39
WINDSTREAM	PHONE & INTERNET	991.67
WRIGHT, CHAD	TRAVEL REIMBURSEMENT	32.83
PAYROLL CHECKS		49,489.50
TOTAL		556,571.00

3. Items Removed from the Consent Agenda

2.3 Liquor License Applications

- Renewal Off Premise application for Class C Beer Permit with Sunday Sales for E-Z Pickin's
- Ownership Update for On Premise Class C Liquor License for American Legion Post #45

Motion by Sherman, seconded by Behnken to approve the following liquor license applications: Renewal Off Premise application for Class C Beer Permit with Sunday Sales for E-Z Pickin's; Ownership Update for On Premise Class C Liquor License for American Legion Post #45. ON CALL OF ROLL: AYES: Sherman, Behnken, Poynor, Stelken. NAYS: None. ABSTENTIONS: Struble (Council Member Struble abstained as he is an officer with the American Legion).

4. Public Hearings

None.

5. Regular Agenda Items

5.1 ECIA - Jenna Soyer, Municipal Relations Coordinator

Jenna Soyer, Municipal Relations Coordinator for ECIA, was present to introduce herself and provided the Council with information on the services ECIA provides to local governments.

5.2 R-111-2015 Resolution Approving Second Amendment to Water Tower and Ground Space Lease (Iowa RSA No. 12)

Motion by Sherman, seconded by Struble to adopt R-111-2015 Resolution Approving Second Amendment to Water Tower and Ground Space Lease (Iowa RSA No. 12). ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

5.3 Housing Study

City Manager Vick informed the Council that the final version of the Comprehensive Housing Market Analysis for the City of Manchester had been received from Maxfield Research.

Motion by Behnken, seconded by Poynor to acknowledge receipt of the Comprehensive Housing Market Analysis. ON CALL OF ROLL: AYES: Behnken, Poynor, Sherman, Stelken, Struble. NAYS: None.

5.4 Tree Removal Bids

Motion by Sherman, seconded by Struble to accept the bid of \$7,100.00 from John Keppler for the removal of 32 trees in the City. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

5.5 Whitewater Park Project

City Manager Vick updated the Council on the Whitewater Park Project and the equipment hour dispute with Taylor Construction.

Wayne Burkle, representing St. Mary Parish, addressed the Council regarding setback requirements for a parking lot that they would like to install. Following discussion, the Council directed Mr. Burkle to submit the request to the Board of Adjustment for consideration.

6. Construction Project Updates

City Manager Vick updated the Council on construction projects in the City.

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick scheduled a work session with the Council for Thursday, October 1, 2015 to share information learned at the Iowa League of Cities Annual Conference.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Struble asked about the status of a property on South Brewer Street that had a fire a couple of years ago. City Manager Vick responded that the City is pursuing the clean-up of this property through the nuisance abatement program.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence and information received.

9. Closed Session

None.

10. Adjourn

Motion by Poynor, seconded by Behnken that the meeting adjourn at 6:10 pm. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Work Session
October 1, 2015

Mayor Kramer called the committee meeting to order at 7:06am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

The Council & City Staff discussed the sessions they attended at the Iowa League of Cities Annual Conference September 23-25, 2015.

The meeting adjourned at 8:44am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
October 8, 2015

Mayor Kramer called the committee meeting to order at 7:05am.

Council Members present: Mary Ann Poynor, Dan Stelken, Connie Behnken. Absent: Dean Sherman, Ron Struble.

Also present: Perry Peterson, Larry Schmidt, Chad Wulfekuhle, Rick Carnicle, Ryan Wicks, Tyler Olson.

Items discussed at the committee meeting were: Whitewater Park Project; South 5th Street Reconstruction; Downtown Sidewalk Replacement Incentive; Small Street Project; RMC Water Main Project; and department reports were given.

The meeting adjourned at 7:55am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 12, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken (Council Member Stelken arrived at 5:04pm), Ron Struble, Connie Behnken. Absent: None.

1.3 Approval of the Agenda

Mayor Kramer informed the Council that Consent Agenda items 2.7, 2.8, and 2.9 had been modified to correct the dollar amounts for Change Order 2 and the final project costs. Motion by Poynor, seconded by Sherman to approve the agenda as amended. ON CALL OF ROLL: AYES: Poynor, Sherman, Behnken, Struble. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the September 28, 2015 City Council Meeting

2.2 R-112-2015 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- September 2015 Library Statistical Report
- minutes of the October 5, 2015 Parks & Recreation Commission meeting

2.4 Liquor License Applications

- Renewal application for On Premise Class B Beer Permit with Sunday Sales for Pizza Hut
- Renewal application for Off Premise Class E Liquor License for Cork 'N Bottle

2.5 Downtown Incentive Program Grant Payments

- Wes Schulte for work completed at 100 East Main Street: Facade Grant (South facade) in the amount of \$3,878.88; Facade Grant (West facade) in the amount of \$2,206.58; Awning Grant in the amount of \$1,050.00

2.6 R-113-2015 Resolution Approving Water Main Easement Agreements (South 5th Street Water Main Relocation)

2.7 R-114-2015 Resolution Approving Change Order 2 (Trunk Sewer Project)

2.8 R-115-2015 Resolution Accepting Work Covering the Trunk Sewer Replacement Project

2.9 Approve Pay Estimate 4 (Final Retainage) in the amount of \$17,973.44 to Tschiggfrie Excavating Company for the Trunk Sewer Replacement Project

2.10 Approve payment of claims totaling \$5,175.00 to the Burrington Group

2.11 R-116-2015 Resolution Waiving Right to Review Plat (Groth)

2.12 Approve Pay Estimate 3 in the amount of \$51,152.00 to Horsfield Construction for the South 5th Street Reconstruction Project

2.13 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2015-6/30/2016)

2.14 Approve changing the dates for the December 2015 City Council meetings to December 7, 2015 & December 21, 2015

2.15 R-117-2015 Resolution Amending Salary Resolution

2.16 Approval of the Consent Agenda

Council Member Stelken arrived at 5:04pm.

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Poynor, seconded by Behnken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	408.65
AFLAC	PAYROLL WITHHOLDINGS	444.58
ALLIANT ENERGY	ELECTRICITY	19,757.88
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,402.21
BARD CONCRETE	ROADSTONE	1,224.76
BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE	421.84
BECKER ELECTRIC, LLC	LIFT STATION REPAIRS	1,026.03
BECKER, KRIS	INSTRUCTOR FEES	252.00
BLACK HILLS ENERGY	HEATING FUEL	872.16
BSN SPORTS	FLAG FB SUPPLIES	84.11
CARNICLE, RICK	REIMB SUPPLIES	6.00
CASTLE THEATRE	LIBRARY: HOLIDAY MOVIE SPONSOR	50.00
CCP INDUSTRIES	UNIFORM, SAFETY SUPPLIES	578.76
CITY LAUNDERING	LIB MAINTENANCE	87.26
CITY OF MANCHESTER	WATER: SPORTS COMPLEX	258.30
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,078.07
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	84.00
DEL CO SOLID WASTE COMM	LANDFILL	944.40
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT, LLC	DEHUMIDIFIER REPAIR	209.41
DON'S TRUCK SALES, INC	TIE ROD/DRAGLINK/HANDLE	945.70
DUBUQUE FIRE EQUIPMENT	INSPECTION	62.50
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	122.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,186.47
ENVIRONMENTAL RESOURCE	SUPPLIES	124.89
FAREWAY STORES	SUPPLIES	4.59
FEHR GRAHAM	ENGINEERING	23,896.75
FISH SHACK	LIBRARY: TANK MAINTENANCE	75.00
FOLEY, DOUG	REIMB MILEAGE/HOTEL	519.54
FOLEY, ERICA	VB INSTRUCTOR	300.00
FOLSOM, KRISTY	MILEAGE REIMB	117.30
FOX APPARATUS REPAIR	FIRE: VEHICLE REPAIRS	11,090.67
GEORGEN AUTO	VEHICLE MAINTENANCE	79.97
GRUMPY BILL'S	FACADE GRANT	1,400.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	525.00
HAUSERS WATER CONDITION	D-45	60.00
HAWKEYE COMMUNITY COLLEGE	TRAINING	50.00
HEARTLAND MECHANICAL	ANNUAL INSPECTION	180.00
IA DEPT OF TRANSPORTATION	TESTING: BURLINGTON ROAD	1,838.94
IDNR	PERMITS	199.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	55.33
J & R SUPPLY, INC	COUPLINGS	31.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	328.07
KARR, LLC	OFFICE SUPPLIES	516.43

KIRKHAM MICHAEL, INC	AIRPORT PLANNING	3,400.00
KIRKWOOD COMMUNITY COLLEGE	FIRE TRAINING	90.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	21,630.31
KMCH	PUBLIC ANNOUNCEMENTS	300.00
KRAMER, MILT L	MILEAGE REIMB	206.78
LANDSCAPES BY CHILDSPLAY	TREES/ALGAE TREATMENT	140.00
LEARN, ERIN	MILEAGE, PARKING REIMB	59.05
MANCHESTER CARQUEST	VEHICLE MAINTENANCE	29.28
MANCHESTER SIGNS	PRINTED G2G DECALS	10.00
MARTIN EQUIP OF IA-IL	PARTS	207.90
MIDWEST TAPE	LIBRARY MATERIALS	817.35
NE IA TELEPHONE SERVICE	OPERATING SUPPLIES	123.47
NEWS PUBLISHING CO, INC	PUBLICATION EXPENSE	25.00
NICC	FIRE TRAINING	158.00
ONEIDA SIGNS, LLC	AWARDS, ENGRAVING	193.50
OUR IOWA MAGAZINE	SUBSCRIPTION	18.98
PALMER HARDWARE	OPERATING SUPPLIES	1,220.12
PITNEY BOWES	POSTAGE MACHINE	159.00
PITNEY BOWES	POSTAGE	2,017.00
POSTMASTER	UTILITY BILLING POSTAGE	1,065.70
RADIO COMMUNICATIONS, INC	SYNCH LIGHT/TECH SVC	361.25
RELIANCE STANDARD LIFE INS	LIFE INSURANCE	393.15
SHERE, ANGELA	REIMB MILEAGE/MEAL	97.52
SIMON'S LAWN CARE & MAINT	MOWING	150.00
SOLUTIONS MANAGEMENT GROUP	PRINTER LEASE	178.38
STANDARD AUTO PARTS	VEHICLE MAINTENANCE	323.69
SWALES CONSTRUCTION, INC	CONCRETE MIX	1,172.88
T & W GRINDING	COMPOST CONTRACT	8,250.00
TAUKE, MATT	REIMB EXPENSES	173.01
THE GAZETTE	SUBSCRIPTION	296.40
THREE RIVERS FS	FUEL	3,024.38
TRANS-IOWA EQUIPMENT	SWEEPER NOZZLE/CLAMP	1,032.07
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,833.00
TRUMBLEE, DAVID	REIMB TRAVEL & CONFERENCE	93.85
ULTRAMAX AMMUNITION	SUPPLIES	314.40
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	203.28
VISION SERVICE PLAN	VISION INSURANCE	565.12
VOGEL TRAFFIC SERVICES	PAVEMENT MARKING	891.00
WELLMARK	HEALTH/DENTAL INSURANCE	22,709.65
WESSELS, JAMES L	REIMB MEAL EXP	9.20
WHITE, JASON	REIMB TRAVEL & CONFERENCE	86.60
WINDSTREAM	LIB PHONE & INTERNET	143.06
PAYROLL CHECKS		49,966.49
UTILITY DEPOSIT REFUNDS		288.83
TOTAL		216,892.84

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

None.

5. Regular Agenda Items

5.1 Request for Special Exception to Livestock Restrictions from Aaron Dunkel for the property at 414 Tanglewood Drive

Mayor Kramer informed the Council that Aaron Dunkel is requesting a Special Exception to the Livestock Restrictions, and noted that under the Code of Ordinances 55.09. Chapter 55, Animal Protection and Control, there is a provision which provides the City Council with the ability to grant special exceptions for bothersome animals (as defined) to be permitted within city limits, provided they meet certain restrictions.

Aaron Dunkel, 414 Tanglewood Drive, presented his request to the City Council to have chickens at his family's house at 414 Tanglewood Drive. Mr. Dunkel requested permission to have up to 12 chickens, noting that there would be no roosters, and reviewed the plans for the pen to house the chickens.

Following discussion, motion by Behnken, seconded by Stelken to approve request for Special Exception to the Livestock Restrictions as allowed under City Code Section 55.09 from Aaron Dunkel to have up to 12 chickens at the property located at 414 Tanglewood Drive, provided there are no roosters, no butchering will occur at said property, and that upon a valid nuisance complaint the Special Exception may be revoked. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Sherman, Struble. NAYS: None.

5.2 South 5th Street Water Main Relocation Project

City Manager Vick informed the Council that the City received five quotes for the relocation of the water main along South 5th Street. The lowest quote was in the amount of \$25,477.50 was submitted by Horsfield Construction. City Staff is recommending approval of the Horsfield Construction quote and proceeding with the project.

Motion by Stelken, seconded by Struble to approve the quote of Horsfield Construction in the amount of \$25,477.50 for the South 5th Water Main Relocation Project. ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor, Sherman. NAYS: None.

5.3 2015 Street Project

City Manager Vick informed the council that during construction on the 2015 Street Improvement Project, the storm sewer along South 3rd Street was noted as having a number of cracks and gaps that were in need of repair. As this section of storm sewer runs under the railroad tracks, it was determined that the best option for repair would be to slip line the main. The City has obtained two quotes to do the work, with Municipal Pipe Tool Company having the lowest quote of \$25,168.

Motion by Struble, seconded by Sherman to approve the quote of Municipal Pipe Tool Company in the amount of \$25,168.00 for slip lining the storm sewer along South 3rd Street. ON CALL OF ROLL: AYES: Struble, Sherman, Behnken, Poynor, Stelken. NAYS: None.

6. Construction Project Updates

City Manager Tim Vick updated the Council on construction projects in the City.

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council of upcoming meetings. City Manager Vick also updated the Council on the status of the Whitewater Park Project.

7.3 City Clerk

City Clerk Erin Learn informed the Council that the letters regarding the Urban Revitalization area had been mailed on October 8, 2015 to all property owners in the City.

7.4 City Council Members

None.

7.5 Mayor

None.

8. Information

The Council reviewed the correspondence and reports received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Stelken that the meeting adjourn at 5:35pm. ON CALL OF ROLL: AYES: Behnken, Stelken, Poynor, Sherman, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
October 22, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

Also present: Jim Hauschild, Larry Schmidt, Chad Wulfekuhle, Taylor Matteson, Donna Boss, Ryan Wicks.

Items discussed at the committee meeting were: Whitewater Park Project; City Website Redesign; Planning & Zoning Update; Urban Renewal Plan Amendment; Hotel Motel Tax Fund Requests; and department reports were given.

The meeting adjourned at 8:10am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 26, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Presentation of Service Award

Mayor Kramer presented a Service Award to Brad Comer for 10 years of service to the City of Manchester and the Manchester Police Department.

1.4 Approval of the Agenda

Motion by Poynor, seconded by Struble to approve the agenda as presented. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken, Sherman, Stelken. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the October 12, 2015 City Council Meeting

2.2 R-118-2015 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the October 15, 2015 Forestry Committee meeting
- September 2015 IDNR Wastewater Reports
- minutes of the August 26, 2015 Commercial Incentive Committee meeting
- minutes of the October 21, 2015 Planning & Zoning Commission meeting
- minutes of the October 23, 2015 Board of Adjustment meeting

2.4 Liquor License Applications

- renewal application for On Premise Class B Beer Permit with Outdoor Service and Sunday Sales for Franklin Street Brewing Company

2.5 Downtown Incentive Program Grant Payments

- Commercial Interior Grant in the amount of \$4,671.20 to Castle Theatre, 112 East Main Street

2.6 Approve payment of claims totaling \$16,319.25 to Fehr Graham Engineering & Environmental

2.7 R-119-2015 Resolution Amending Salary Resolution (Streets, Library)

2.8 Review the decision of the Board of Adjustment to approve the exception request of Sally Bolsinger for property located at 842 East Union Street

2.9 Review the decision of the Board of Adjustment to approve the exception request of Amanda Hartke for property located at 713 West Marion Street

2.10 Review the decision of the Board of Adjustment to approve the exception request of St Mary Parish for property located at 112 West Butler Street

2.11 Approve the appointment of JoAnn Swinton to the Planning & Zoning Commission

2.12 R-121-2015 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Lucas Holdings, L.L.C., including Annual Appropriation Tax Increment Payments in an amount not to exceed \$125,000

2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the City Council. Following discussion, motion by Sherman, seconded by Behnken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Sherman, Behnken, Poynor, Stelken, Struble. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	444.58
AK SPORTS	DISPATCH UNIFORMS	163.45
BARD CONCRETE	ROADSTONE	367.59
BOB STEPHEN MOTORS	POLICE VEHICLE	16,940.46
BSN SPORTS	WHITE PAINT	145.00
CEDAR FALLS COMMUNITY MAIN ST	SCREEN RENTAL	950.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,078.07
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
CORNERSTONE CONCRETE CONSTR	ENTERPRISE AVE STREET PATCH	15,530.00
CRESCENT ELECTRIC SUPPLY	SUPPLIES	1,308.75
D & S PORTABLES	RHUBARB RUN: CHAMBER TO REIMB	100.00
DATA TECHNOLOGIES, INC	SOFTWARE, TRAINING	23,482.70
DEL CO ABSTRACT CO	FRANCOIS ABSTRACT	875.00
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	16.80
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DIAMOND VOGEL PAINTS	PAINT	293.22
DJ REPAIR	FRONT END ALIGNMENT	70.00
DON & WALT, LLC	BUILDING REPAIRS	183.68
EASTERN IOWA PUMPING, INC	SLUDGE HAULING	22,035.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,520.10
GRETA ELSBERND	GARDEN REIMBURSEMENT	15.00
FAREWAY STORES	MAINTENANCE SUPPLIES	126.74
GEORGEN AUTO	VEHICLE MAINTENANCE	176.07
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	525.00
HAWKINS, INC.	CHEMICALS	423.50
HENKENIUS, NEIL	GARDEN REIMBURSEMENT	15.00
HERITAGE PRINTING	PRINTING, OFFICE SUPPLIES	905.14
HORSFIELD CONSTRUCTION	PAY ESTIMATE 3: S 5TH	51,152.00
IA LEAGUE OF CITIES	TRAINING	80.00
IA ONE CALL	ONE CALL FEES	52.90
IA WATER ENVIRONMENT ASSOC	REGISTRATION FEES	50.00
IMWCA	WORK COMP AUDITED PREMIUM	6,664.00
IPERS	PAYROLL WITHHOLDINGS	20,416.17
J & R SUPPLY, INC	SUPPLIES	331.50
KARR, LLC	OFFICE SUPPLIES	404.99
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	358.76
KRAFT, SARAH M.	INSTRUCTOR FEE	50.40
LANDSCAPES BY CHILDSPLAY	MAPLE TREE	115.00
MANCHESTER SIGNS	VEHICLE GRAPHICS	192.00
MATTESON, TAYLOR	REIMB: AIRPORT FLYIN BAND	300.00
NACOP	MEMBERSHIP DUES	60.00
NORTH IOWA K-9	K9 RECERTIFICATION	200.00
PALAS, ERIC	GARDEN REIMBURSEMENT	15.00
PASKER, CHARLIE	GARDEN REIMBURSEMENT	30.00
PETERS LAW OFFICE	LEGAL FEES	1,317.46

PHYSIO-CONTROL	SERVICE	190.30
RIVER CITY STONE	3/4' CLEAN STONE	478.78
STATE HYGIENIC LABORATORY	LABS	192.00
SWINTON, JOANN	GARDEN REIMBURSEMENT	15.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	378.00
TONKA WATER	REPAIR KITS	295.46
TREASURER STATE OF IOWA	STATE TAX	2,819.00
US CELLULAR	CELL CHARGES	194.33
VAN METER & ASSOCIATES	ELEC BALLAST	25.33
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
WALMART COMMUNITY	SUPPLIES	235.86
WEINER'S STUMP REMOVAL	STUMP REMOVAL	1,656.00
WELLMARK	HEALTH/DENTAL, FLEX ADMIN	3,432.09
WERTJES UNIFORMS, INC	POLICE UNIFORM	390.75
WHITE, JASON	REIMB TRAVEL & CONFERENCE	99.65
WINDSTREAM	PHONE & INTERNET	986.67
WOODLAND, JENNA	GARDEN REIMBURSEMENT	15.00
WRIGHT, CHAD	CAR WASH CARD	48.20
PAYROLL CHECKS		46,087.26
	TOTAL	244,584.83
	FUND TOTALS	
	FUND	AMOUNT
	GENERAL FUND	98,588.04
	AIRPORT FLY IN	300.00
	ROAD USE TAX	13,461.18
	EMPLOYEE BENEFITS	8,649.40
	TIRRILL TRUST FUND	453.40
	PARK GIFT & TRUST	950.00
	POLICE CANINE	200.00
	DOWNTOWN INCENTIVE	158.82
	STREET PROJECTS	66,682.00
	WATER FUND	19,036.92
	SEWER FUND	36,105.07
	GRAND TOTAL	244,584.83

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on the Designation of an Urban Renewal Area & a Proposed Urban Renewal Plan Amendment

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

City Manager Vick informed the Council that the proposal is to extend the Urban Renewal Area to include the property that Bard Concrete purchased along Burrington Road. The Urban Renewal Plan Amendment will include TIF Rebates for Bard Concrete; Lucas Holdings, L.L.C.; Norby's Farm Fleet; and Fastenal Company. The amendment also includes utility extension and road construction for the Norby's project.

The Council reviewed the projects.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:23pm.

4.2 R-120-2015 A Resolution to Declare Necessity and Establish an Urban Renewal Area, pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Amendment for the 2015 Addition to the Manchester Urban Renewal Area

Motion by Behnken, seconded by Struble to approve R-120-2015 A Resolution to Declare Necessity and Establish an Urban Renewal Area, pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Amendment for the 2015 Addition to the Manchester Urban Renewal Area. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Sherman, Stelken. NAYS: None.

4.3 Ordinance 013-2015 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2015 Addition to the Manchester Urban Renewal Area, pursuant to Section 403.19 of the Code of Iowa

Motion by Poynor, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 013-2015 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2015 Addition to the Manchester Urban Renewal Area, pursuant to Section 403.19 of the Code of Iowa. ON CALL OF ROLL: AYES: Poynor, Stelken, Behnken, Sherman, Struble. NAYS: None.

5. Regular Agenda Items

5.1 Public Art Installation - Mallory Marlatt, Northeast Iowa Resource Conservation & Development
Mallory Marlatt, Northeast Iowa Resource Conservation & Development (RC&D), introduced herself and explained that RC&D had recently received a grant from the National Endowment for the Arts: Our Town Grant. The grant is for the development and placement of public art in byway communities. The City of Manchester is located in the Delaware Crossing Scenic Byway. Ms. Marlatt discussed with the Council the grant requirements and potential locations for the placement of the art work in Manchester.

5.2 Website Re-Design & Development Proposal

City Manager Vick informed the Council that the City's website has not seen a significant redesign in the past 10 years and the software used to maintain the current site is awkward and cumbersome for staff to use. Coloff Digital has prepared a proposal to complete the website build at a cost of \$6,750 and to provide 3 hours of website support per month for \$179/month in the second year of the agreement.

Sarah Meyer, KMCH & Coloff Digital, reviewed the proposal for the website with the Council.

Motion by Stelken, seconded by Behnken to approve the proposal from Coloff Digital for website build at a cost of \$6,750, and for three hours of website support per month in the amount of \$179 per month. ON CALL OF ROLL: AYES: Stelken, Behnken, Poynor, Sherman, Struble. NAYS: None.

5.3 TIF Report - Larry Burger, Speer Financial

Larry Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing District Report with the Council.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

None.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence received.

9. Closed Session

9.2 Motion to enter into closed session pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation

Motion by Stelken, seconded by Poynor to enter into closed session at 6:17pm pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation. ON CALL OF ROLL: AYES: Stelken, Poynor, Behnken, Sherman, Struble. NAYS: None.

The Council returned to open session at 6:29pm.

9.1 Motion to enter into closed session pursuant to Iowa Code Section 20.17(3) to discuss union negotiations

Motion by Behnken, seconded by Sherman to enter into closed session at 6:30pm pursuant to Iowa Code Section 20.17(3) to discuss union negotiations. ON CALL OF ROLL: AYES: Behnken, Sherman, Poynor, Stelken, Struble. NAYS: None.

The Council returned to open session at 7:12pm.

10. Adjourn

Motion by Poynor, seconded by Behnken that the meeting adjourn at 7:15pm. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
November 5, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.

Absent: None.

Also present: Jim Hauschild, Perry Peterson, Larry Schmidt, Taylor Matteson, Chad Wulfekuhle.

Items discussed at the committee meeting were: Whitewater Park Project; Police Evidence Storage; Public Art Installation; Verizon Antenna Request; Water System Improvements; and department reports were given.

The meeting adjourned at 8:41am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 9, 2015 5:00pm

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken (Council Member Stelken arrived at 5:06pm), Connie Behnken, Ron Struble. Absent: None.

1.3 Approval of the Agenda

Motion by Struble, seconded by Poynor to approve the agenda as presented. ON CALL OF ROLL: AYES: Struble, Poynor, Behnken, Sherman. NAYS: None.

Council Member Stelken arrived at 5:06pm.

4. Public Hearings

4.1 Public Hearing on the Designation of the Manchester Urban Revitalization Area

Mayor Kramer opened the Public Hearing at 5:06pm.

City Manager Vick reviewed the proposed urban revitalization program with those present, noting that it is an economic development tool allowed by the state and is already utilized by many other communities.

Linda Robertson, 1115 North 4th Street, asked what area the City was targeting for the urban revitalization area. City Manager Vick responded that the urban revitalization area was being proposed for the entire city.

Tony Keppler, 404 East Howard Street, asked if this will be automatic or if there would be a form that a property owner would need to fill out. City Manager Vick responded that there will be a one page form to fill out at the time a building permit is done.

Cliff Bunting, 1002 New Street, asked if there were a maximum number of tax abatements the City would provide and how long the urban revitalization program would be in place. City Manager Vick responded that there was not a maximum number of abatements, and that there was no sunset date for the program but the Council could terminate it at any time.

Dennis Robertson, 1115 North 4th Street, asked what the goals of the program were. City Manager Vick responded that the program was being established in part due to results from a recently completed housing. The study indicated a need for senior housing as well as homes for young families. Additionally, the City hopes to see an increase in the tax base due to new construction, as well as provide incentive to make Manchester competitive with other communities.

Donna Boss, Delaware County Economic Development Director, commented that she has been contacted by several local industries regarding the need for housing for employees.

Roger Hanson, 307 East Union Street, asked if the housing study identify what type of housing is needed most. City Manager Vick responded that senior housing was identified as the biggest need.

Council Member Stelken asked how the application process would work for the program. City Manager Vick responded that applications would be done as projects are completed and then turned into the Delaware County Assessor for the tax abatement.

Council Member Struble asked if the program costs the average taxpayer anything. City Manager Vick responded that there is no cost, there is just a delay in the City receiving the increase in property taxes.

Council Member Sherman commented that the new zoning code works well with this incentive as there are several options for multi-family unit developments. It will provide incentive for construction in right zoning area, and will provide incentives for people to build in town.

Roger Hanson, 307 East Union Street, stated that he hopes if the program is initiated, that we can attract people to the community who will be active and maintain their properties. Council Member Behnken responded that the hope is to encourage homeownership and improvements to the existing housing stock, and that the program is not only being looked at for multi-family units but also existing single family homes. Mr. Hanson also asked how soon the program would be implemented if approved. City Manager Vick responded that the hope is to have the program in place January 1, 2016, as there is a 30 day waiting period following the public hearing.

The Council discussed with those present: nuisance properties; assistance for landlords; property values; the conversion of single family homes into multi-family units; the zoning code; and housing values.

There being no written comments on file and no further oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:36pm.

4.2 R-131-2015 Resolution Stating the intentions of the City Council with regard to the Designation of the Manchester Urban Revitalization Area and the Proposed Plan therefore
Motion by Poynor, seconded by Behnken to adopt R-131-2015 Resolution Stating the intentions of the City Council with regard to the Designation of the Manchester Urban Revitalization Area and the Proposed Plan therefore. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken, Struble. NAYS: None.

4.3 Public Hearing on a Development Agreement with Lucas Holdings, L.L.C. in an amount not to exceed \$125,000
Mayor Kramer opened the Public Hearing at 5:38pm.

City Manager Vick reviewed the development agreement with the Council, noting that it would provide a ten year tax rebate on 50% of the increase in value on the property.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:41pm.

4.4 R-132-2015 Resolution Approving Development Agreement with Lucas Holdings, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement
Motion by Struble, seconded by Stelken to adopt R-132-2015 Resolution Approving Development Agreement with Lucas Holdings, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. ON CALL OF ROLL: AYES: Struble, Stelken, Behnken, Poynor, Sherman. NAYS: None.

2. Consent Agenda

2.1 Approval of the minutes of the October 26, 2015 City Council Meeting

2.2 R-122-2015 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the October 8, 2015 Library Board meeting
- the October 2015 Statistical Report for the Library
- the minutes of the November 4, 2015 Parks & Recreation Commission meeting

2.4 Ordinance 013-2015 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2015 Addition to the Manchester Urban Renewal Area, pursuant to Section 403.19 of the Code of Iowa

2.5 Downtown Incentive Program Grant Applications

- Facade Grant in the amount of \$500.00 for E. Michael Carr for the property at 117 South Franklin Street
- Facade Grant in the amount of \$2,496.66 for Castle Theatre at 112 East Main Street

2.6 Approve Pay Estimate #8 (Final) in the amount of \$115,117.77 to Taylor Construction, Inc. for the Whitewater Park Project

2.7 R-123-2015 Resolution Accepting Work Covering the Whitewater & Habitat Improvement Project

2.8 Approval of variance request of Taylor Matteson to City of Manchester Employee Handbook Section 2.8 Residency Requirement

2.9 R-125-2015 Resolution Approving Change Order #3 (2015 Street Improvements)

2.10 Approve Pay Estimate #6 (Final) in the amount of \$80,818.61 to Top Grade Excavating for the 2015 Street Improvements)

2.11 R-126-2015 Resolution Accepting Work Covering the City's 2015 Street Improvement Project

2.12 R-127-2015 Resolution Adopting Final Assessment Schedule for the City's 2015 Street Improvement Project and Amending, Confirming and Levying the Assessments

2.13 R-128-2015 Resolution setting a date of meeting at which it is proposed to approve a Development Agreement with Norbys Farm Fleet, including annual appropriation tax increment payments

2.14 R-129-2015 Resolution setting a date of meeting at which it is proposed to approve a Development Agreement with Fastenal, including annual appropriation tax increment payments

2.15 R-130-2015 Resolution setting a date of meeting at which it is proposed to approve a Development Agreement with Bard Concrete, including annual appropriation tax increment payments

2.16 Approve payment of claims totaling \$1,170.00 to Burrington Group

2.17 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Struble, seconded by Behnken to approve the Consent Agenda. ON CALL OF ROLL: AYES: Struble, Behnken, Poynor, Sherman, Stelken. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	444.58
ALLIANT ENERGY	ELECTRICITY	17,043.44
AMERICAN LIBRARY ASSOC	MEMBERSHIP DUES	187.00
AUL	EARLY RETIREMENT INCENTIVE	3,454.04
BARD CONCRETE	CONCRETE	354.25
BAUMGARTNER GATE FACTORY	PICNIC TABLE FRAMES	368.00
BECKER ELECTRIC, LLC	TENNIS COURT LIGHTS	100.36
BECKER, KRIS	FITNESS INSTRUCTOR	156.00
BLACK HILLS ENERGY	HEATING FUEL	680.46
BROWN SUPPLY CO, INC	OPERATING SUPPLIES	153.00
BURRINGTON GROUP, INC	ENGINEERING FEES	5,175.00
CARNICLE, RICK	REIMB TRAVEL/CONF	8.46
FRIENDS OF CASTLE THEATRE	DOWNTOWN INCENTIVE GRANT	4,671.20
CENTER POINT	LIBRARY MATERIALS	124.02
CHILDREN'S PLUS, INC	LIBRARY MATERIALS	660.03
CITY LAUNDERING	BUILDING MAINTENANCE	87.26
CITY OF MANCHESTER	COMPLEX UTILITIES	37.80
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,181.76
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
COLOFF DIGITAL	WEBSITE DESIGN & SUPPORT	1,620.00
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	52.00
DEL CO SOLID WASTE COMMIS	LANDFILL CHARGES	938.60

DEL CO TOURISM	IOWA TOURISM CONFERENCE	670.60
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	LIBRARY MATERIALS	165.72
DOLAN INS AGENCY	VEHICLE INSURANCE	71.00
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	3,980.70
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,846.50
ENVIRONMENTAL RESOURCE	LAB CERTIFICATION	369.89
ESCHEN, CHAD	AIRPORT FUEL PUMP TESTS	30.80
FANGMANN, LINDA	FIRST AID/CPR RECERTIFICATION	400.00
FAREWAY STORES	SUPPLIES	30.82
FEHR GRAHAM	ENGINEERING	16,289.25
FELD FIRE	RESCUE AUGER	790.00
FOLEY, DOUG	REIMBURSE MILEAGE	74.75
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	122.36
GALLS	POLICE UNIFORM SUPPLIES	160.48
GEORGEN AUTO	09 IMPALA MAINTENANCE	285.69
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HARLAND TECHNOLOGY SERVICE	SERVER & INSTALLATION	4,126.68
HAUSCHILD, JAMES R	REIMB MEETING SUPPLIES	12.00
HAUSERS WATER CONDITION,	D45	40.00
HENDERSON TRUCK EQUIPMENT	MID MOUNT WING	12,025.00
IA PRISON INDUSTRIES	SIGNAGE	2,757.60
IPERS	PAYROLL WITHHOLDINGS	21,242.49
J & R SUPPLY, INC	OPERATING SUPPLIES	3,398.00
JAM SYSTEMS & MIDLAND	MAINTENANCE	156.94
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	1,324.24
KARR, LLC	LIBRARY MATERIALS	306.72
KIRKHAM MICHAEL, INC	ALP SERVICES	600.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	21,533.46
KRAMER, MILT L	MILEAGE REIMBURSEMENT	103.70
LENZ'S COLLISION CENTER	VEHICLE REPAIR: INS TO REIMB	2,332.85
MANCHESTER AREA CHAMBER	COMM PROM GRANT: FARMERS MKT	500.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	42.26
MANCHESTER FIRE FIGHTERS	REIMBURSE CONFERENCE	517.93
MANCHESTER PRESS	PUBLICATION EXPENSE	998.76
MANCHESTER SIGNS	SIGNAGE	197.00
MEDIACOM	INTERNET	69.95
MIDWEST RADAR & EQUIPMENT	SUPPLIES	240.00
MIDWEST TAPE	LIBRARY MATERIALS	777.46
MIKE'S LANDSCAPING & LAWN	MOWING	100.00
NE IA TELEPHONE SERVICE	SUPPLIES	34.99
NORTHLAND PRODUCTS CO	SUPPLIES	134.95
PHYSIO-CONTROL	REPLACEMENT ASSEMBLY	2,332.46
PMMIC INSURANCE	AIRPORT INSURANCE	956.00
POSITIVE PROMOTIONS, INC	FIRE DEPT MATERIALS	1,037.99
POSTMASTER	UTILITY BILLING POSTAGE	756.00
QUILL	PD/DISPATCH SUPPLIES	87.36
RADIO COMMUNICATIONS, INC	EQUIPMENT & LABOR	2,199.25
REGIONAL MEDICAL CENTER	RMC WATER MAIN PROJECT	14,159.58
RELIANCE STANDARD LIFE INS	LIFE INSURANCE	393.15
RFSW	ANNUAL AUDIT	6,250.00

RITE PRICE	OFFICE SUPPLIES	166.53
RIVER CITY PAVING	ALLEY MAINTENANCE	17,985.00
RIVER CITY STONE	CLEAN STONE	308.61
SCHROEDERS CASH SUPPLY	SUPPLIES	119.96
SHERE, ANGELA	REIMB SUPPLIES	61.95
SPEER FINANCIAL	ANNUAL TIF REPORT	315.00
IOWA DEPT OF REVENUE	SALES TAX	5,009.53
SUNSHINE BOY WINDOW CLEAN	BUILDING MAINTENANCE	300.00
SUPREME GREEN LAWN CARE	RMC WATER MAIN PROJECT	1,045.00
THE BREAD BASKET	2015 BOARDS & COMMISSIONS	716.00
THOMPSON SHOES	POLICE UNIFORM SUPPLIES	45.00
TREASURER STATE OF IOWA	STATE TAX	2,881.00
VAN METER INC	OPERATING SUPPLIES	25.33
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	203.28
VICK, TIMOTHY J	REIMBURSE MILEAGE	170.20
VISION SERVICE PLAN	INSURANCE	557.20
WALL STREET JOURNAL	SUBSCRIPTION	448.40
WELLMARK	HEALTH/DENTAL INSURANCE	25,336.01
WINDSTREAM	TELEPHONE	192.00
PAYROLL CHECKS		46,866.03
TOTAL ACCOUNTS PAYABLE		288,136.74

3. Items Removed from the Consent Agenda

None.

5. Regular Agenda Items

5.1 Police Evidence Storage Improvements

Police Chief Jim Hauschild reviewed the proposed changes to the evidence storage policy and the evidence storage facility which are needed to meet court system demands.

Following review, motion by Stelken, seconded by Poynor to approve proceeding with the evidence storage improvement project at an estimated cost of \$8,300.00. ON CALL OF ROLL: AYES: Stelken, Poynor, Behnken, Sherman, Struble. NAYS: None.

5.2 R-124-2015 Resolution Supporting Scenic Byway Public Art Installation

Motion by Sherman, seconded by Struble to adopt R-124-2015 Resolution Supporting Scenic Byway Public Art Installation. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor, Stelken. NAYS: None.

5.3 Wastewater Plant UV Rehab

City Manager Vick informed the Council the wastewater plant's UV disinfectant system has had a number of problems over the years and is needing to be rebuilt. City Staff has been working with Matt Streeter, Engineered Equipment Solutions, to make the necessary repairs and upgrades. The City has received a preliminary estimate of \$17,500 to have the system removed, shipped, tested and repaired.

Motion by Stelken, seconded by Poynor to approve the quote from Engineered Equipment Solutions of \$17,500.00 to repair the UV disinfectant system. ON CALL OF ROLL: AYES: Stelken, Poynor, Behnken, Sherman, Struble. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick updated the Council on the Fastenal project.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Struble asked if leaf pick-up was complete. City Manager Vick responded that they would be going through town one more time.

Council Member Poynor complimented the police department on their visible presence on Halloween.

7.5 Mayor

None.

Roger Hanson complimented the City Street Department on the work they do with leaf pick-up and keeping the streets clean.

8. Information

The Council reviewed correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Stelken, seconded by Struble that the meeting adjourn at 6:02pm. ON CALL OF ROLL: AYES: Stelken, Struble, Behnken, Poynor, Sherman. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
November 19, 2015

Mayor Kramer called the committee meeting to order at 7:00am.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.

Absent: None.

Also present: Larry Schmidt; Jim Hauschild, Perry Peterson, Chad Wulfekuhle, Ryan Wicks, Jason Wenger.

Items discussed at the committee meeting were: Street Project along Brewer & Fayette; Water Flow Study; Skid Loader; Verizon Contract; US Cellular; Tourism; Whitewater Park Parking Lot.

Department reports and engineering updates were given.

The meeting adjourned at 8:34am.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 23, 2015

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Ron Struble. Absent: Connie Behnken.

1.3 Approval of the Agenda

Motion by Sherman, seconded by Struble to approve the agenda as presented. ON CALL OF ROLL: AYES: Sherman, Struble, Poynor, Stelken. NAYS: None.

Mike Ryan, Fire Chief, updated the Council on the concrete replacement project at the Fire Station.

2. Consent Agenda

2.1 Approval of the minutes of the November 9, 2015 City Council Meeting

2.2 R-133-2015 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- October 2015 Wastewater Reports
- Minutes of the November 19, 2015 Forestry Committee meeting
- Minutes of the November 4, 2015 Commercial Incentive Committee meeting
- Minutes of the November 19, 2015 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for On Premise Class B Beer Permit with Living Quarters for Onie's Wooden Nickel

2.5 Ordinance 013-2015 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2015 Addition to the Manchester Urban Renewal Area, pursuant to Section 403.19 of the Code of Iowa, third consideration and final adopt

2.6 R-134-2015 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2014/15

2.7 R-135-2015 Resolution Approving Annual Financial Report for Fiscal Year ended June 30, 2015

2.8 Acknowledge receipt of unpaid nuisance mowing & trimming bills and to approve the certification to the Delaware County Treasurer for collection on property taxes

2.9 R-136-2015 Resolution Approving Engineering Services Proposal with Burrington Group for Whitewater Park Parking Lot

2.10 R-137-2015 Resolution Amending Salary Resolution

2.11 R-138-2015 Resolution Approving Engineering Agreement with Fehr Graham for Bailey Drive Water Loop Project

2.12 R-139-2015 Resolution Amending Employee Handbook (Part-time Regular Employee)

2.13 Approve proceeding with mill and overlay project on North Brewer Street from Main Street to south edge of Howard Street and Fayette Street from east of Tama Street to Brewer Street

2.14 Approve payment of claims totaling \$7,119.00 to Fehr Graham

2.15 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Struble, seconded by Poynor to approve the Consent Agenda. ON CALL OF ROLL: AYES: Struble, Poynor, Sherman, Stelken. NAYS: None.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER FEES	305.00
AFLAC	PAYROLL WITHHOLDINGS	444.58
AK SPORTS	UNIFORM SUPPLY	90.00
ALCOPRO DRUG & ALCOHOL	ALCO-SENSOR	568.00
AMERICAN LEGION POST 45	FLAGS	108.00
AMERICAN LIBRARY ASSOC	MEMBERSHIP DUES	187.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,617.86
BARD CONCRETE	CONCRETE REPAIRS	1,335.38
BAUMGARTNER GATE FACTORY	DOOR FOR STREET SWEEPER	368.00
BECKER ELECTRIC, LLC	LIGHT REPAIRS	354.15
BECKER, KRIS	FITNESS INSTRUCTOR	156.00
BROWN SUPPLY CO, INC	OPERATING SUPPLIES	153.00
BUNTING, CLIFFORD	MILEAGE REIMB	49.45
BURRINGTON GROUP, INC	PROJECT INSPECTION	1,170.00
CARNICLE, RICK	REIMB TRAVEL/CONF	8.46
CENTER POINT	LIBRARY MATERIALS	124.02
CHILDREN'S PLUS, INC	LIBRARY MATERIALS	660.03
CITY LAUNDERING	MAINTENANCE	87.26
CITY OF MANCHESTER	UTILITY	37.80
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,078.07
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
D & S PORTABLES	PORT A POTTY RENTALS	936.25
DEL CO FAIR SOCIETY	AEROBICS: ROOM RENTAL	52.00
DEL CO SECONDARY ROADS	BRUSH CUTTING	375.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIB EVENTS/SUPPLIES	165.72
DJ REPAIR	DIAMOND PLATE, HINGE	144.84
DON & WALT, LLC	FD HEATER MAINTENANCE	225.00
DUBUQUE FIRE EQUIPMENT	EXTINGUISHER MAINT	958.80
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	1,149.60
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,730.69
ENVIRONMENTAL RESOURCE	LAB CERTIFICATION	369.89
ERICKSON CONCRETE	FIRE STATION APPROACH	19,798.52
ERIN LEARN: PETTY CASH	CASH DRAWER #2	100.00
FAREWAY STORES	SUPPLIES	30.82
FELD FIRE	RESCUE AUGER	790.00
FOLEY, DOUG	MILEAGE REIMB	74.75
FOLSOM, KRISTY	TRAVEL, MILEAGE REIMB	207.87
FOX APPARATUS REPAIR & MAINT	ENGINE COOLER REPAIR	72.68
GALE/CENGAGE LEARNING	LIBRARY MATERIALS	122.36
GALLS	PD: UNIFORM SUPPLIES	160.48
GEORGEN AUTO	09 IMPALA MAINTENANCE	285.69
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HAUSCHILD, JAMES R	REIMB SUPPLIES	476.25
HAUSERS WATER CONDITION	D45	60.00
HAWKINS, INC.	CHEMICALS	246.61
HENDERSON TRUCK EQUIPMENT	VEHICLE MAINT SUPPLIES	364.40
IA ONE CALL	ONE CALLS	91.90
IA PRISON INDUSTRIES	STREET SIGNS	2,757.60
IA RURAL WATER ASSOC	MEMBERSHIP DUES	200.00
IACP NET/LOGIN	NET SERVICE	275.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	80.90

IPERS	PAYROLL WITHHOLDINGS	20,631.77
J & R SUPPLY, INC	OPERATING SUPPLIES	955.00
JAM SYSTEMS & MIDLAND	MAINTENANCE	156.94
KARR, LLC	OFFICE SUPPLIES	589.68
KIRKHAM MICHAEL, INC	ALP SERVICES	600.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	407.86
KMCH	RADIO ANNOUCEMENTS	250.00
KRAMER, MILT L	REIMB MILEAGE, SUPPLIES	103.70
LAHR REPAIR, INC	MAINTENANCE	261.75
M. RUTH FRANCOIS	AIRPORT LAND PURCHASE	28,750.00
MANCHESTER CARQUEST	BEARING/SEAL/GREASE	42.26
MANCHESTER FIRE FIGHTERS	REIMB TRAINING EXPENSES	517.93
MANCHESTER SIGNS	SIGNS	207.00
MIDWEST RADAR & EQUIPMENT	SUPPLIES	240.00
MIDWEST TAPE	LIBRARY MATERIALS	777.46
MIKE'S LANDSCAPING & LAWN	LIBRARY LAWN CARE	150.00
MPH INDUSTRIES	SUPPLIES	1,270.00
NE IA TELEPHONE SERVICE	IPAD SCREEN PROTECTOR	34.99
NEIRL	MEETING REIMB	30.00
NORTHLAND PRODUCTS CO	SUPPLIES	134.95
PALMER HARDWARE	SUPPLIES, REPAIRS	750.01
PETERS LAW OFFICE	LEGAL FEES	850.00
PHYSIO-CONTROL	REPLACEMENT ASSEMBLY	2,332.46
POSITIVE PROMOTIONS, INC	FD PROMOTIONAL MATERIAL	1,037.99
POWER SERVICES	GENERATOR INSPECTION	200.00
QUILL	OFFICE SUPPLIES	87.36
RADIO COMMUNICATIONS, INC	EQUIPMENT & LABOR	2,199.25
REGIONAL FAMILY HEALTH	PHYSICALS	170.00
RIES, MICHELLE	UTILITY CORRECTION	196.50
RITE PRICE	OFFICE SUPPLIES	166.53
RIVER CITY STONE	CLEAN STONE	308.61
GARRETT SCHISSEL	REIMB SUPPLIES	35.00
SCHROEDERS CASH SUPPLY	SUPPLIES	119.96
SCHULTE, WES	DOWNTOWN INCENTIVE GRANT	7,135.46
SCHUMACHER ELEVATOR CO	MAINTENANCE	151.69
SHERE, ANGELA	REIMB TRAVEL, SUPPLIES	148.20
SHERMAN, DEAN	REIMB TRAVEL/CONFERENCE	305.91
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	193.85
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	517.64
STATE HYGIENIC LABORATORY	LAB TESTS	465.00
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	300.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	378.00
THOMPSON SHOES	PD: UNIFORM SUPPLIES	45.00
THREE RIVERS FS	FUEL	3,440.46
TRANS-IOWA EQUIPMENT	FSO AUX PUMP	112.87
TREASURER STATE OF IOWA	STATE TAX	3,159.00
TSCHIGGFRIE EXCAVATING	PAY #4 S 5TH, DITCH WORK	18,179.69
UNITY POINT CLINIC	DRUG TESTING	37.00
UPS	RETURN CASH DRAWER	23.73
US CELLULAR	CITY CELL PHONE	194.33
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	243.29
WALL STREET JOURNAL	SUBSCRIPTION	448.40
WELLMARK	PAYROLL WITHHOLDINGS	2,000.86

WINDSTREAM	PHONE & INTERNET	1,070.30
PAYROLL CHECKS		50,596.15
AMBER BROWN	UTILITY DEPOSIT REFUND	55.48
CONNOR HOTOVY	UTILITY DEPOSIT REFUND	28.49
MACKINZIE HUTTON	UTILITY DEPOSIT REFUND	65.91
BRANDI MILLER	UTILITY DEPOSIT REFUND	65.19
BILLY NEFZGER	UTILITY DEPOSIT REFUND	5.68
LAVERNE B. NEUHAUS	UTILITY DEPOSIT REFUND	27.76
RJ ENDER COMPUTERS	UTILITY DEPOSIT REFUND	44.84
KAREN S WENDT	UTILITY DEPOSIT REFUND	39.22
TOTAL		215,354.16

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on Rezoning Request of Wes Schulte

Mayor Kramer opened the Public Hearing at 5:34pm.

Wes Schulte reviewed a handout with the Council regarding his request to rezone the property located along West Marion Street and South 8th Street. Mr. Schulte informed the Council that he plans to construct two 8 unit apartment buildings for seniors and/or individuals with disabilities. Mr. Schulte also discussed with the Council the water and sewer connection fees and paving the alley entrance.

City Manager Vick stated that the rezoning request would be from R-4 Multi-Family Residential Medium-Density to R-5 Multi-Family Residential High-Density. The rezoning will allow for the construct two 8 unit apartments on the property. The medium-density designation allows for up to 17 dwelling units per acre while the high-density zoning designation will allow up to 43 dwelling units per acre. The site is approximately .75 acres and would allow for up to 13 dwelling units under the current R-4 zoning.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:53pm.

4.2 Ordinance 014-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa Motion by Stelken, seconded by Struble to proceed with the first consideration and adoption of Ordinance 014-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. ON CALL OF ROLL: AYES: Stelken, Struble, Poynor, Sherman. NAYS: None.

5. Regular Agenda Items

5.1 Delaware County Tourism Update

Paula Hargrafen, Delaware County Tourism Director, updated the Council on tourism activities in Delaware County over the last year.

5.2 Approve renewal application for On Premise Class C Liquor License with Outdoor Service for the American Legion Post #45

Motion by Poynor, seconded by Stelken to approve the renewal application for On Premise Class C Liquor License with Outdoor Service for the American Legion Post #45. ON CALL OF ROLL: AYES: Poynor, Stelken, Sherman. NAYS: None. ABSTENTIONS: Struble (Council Member Struble abstained as he is an officer with the American Legion).

5.3 R-140-2015 Resolution Approving Plat (Bennett 1st Addition)

Motion by Sherman, seconded by Struble to adopt R-140-2015 Resolution Approving Plat (Bennett 1st Addition). ON CALL OF ROLL: AYES: Sherman, Struble, Poynor, Stelken. NAYS: None.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

None.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

Mayor Kramer reminded the Council that the December meetings will be on the first and third Mondays.

8. Information

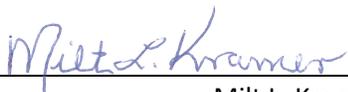
The Council reviewed correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Poynor, seconded by Stelken that the meeting adjourn at 6:12pm. ON CALL OF ROLL: AYES: Poynor, Stelken, Sherman, Struble. NAYS: None.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, December 7, 2015

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

Mayor Kramer swore in: 1st Ward Council Member Dean Sherman, 3rd Ward Council Member Dan Stelken, and At-Large Council Member Connie Behnken whose terms start effective January 1, 2016.

1.3 Approval of the Agenda

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

2. Consent Agenda

2.1 Approval of the minutes of the November 23, 2015 City Council Meeting

2.2 R-141-2015 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- Minutes of the December 2, 2015 Board of Adjustment meeting

2.4 Liquor License Applications

- Renewal application for On Premise Class C Liquor License with Catering Privilege, Outdoor Service and Sunday Sales for Delaware County Fair Society

2.5 Downtown Incentive Program

- Approve Facade Grant payment in the amount of \$500 to Carr & Carr for work completed at 117 South Franklin Street

2.6 Board of Adjustment

- Review decision of Board of Adjustment to approve the request of Bard Materials for property located at 1012 Burrington Road, for an exception to Section 165.19.2 of the City of Manchester Code of Ordinances, which will allow for an increase of 10 feet to the maximum allowable height of 60 feet for the construction of an industrial building on the property

2.7 Approval of City Appointments for 2016

2.8 Approve payment of claims totaling \$5,907.75 to Fehr Graham

2.9 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	305.00
AFLAC	PAYROLL WITHHOLDINGS	444.58
ALLEN OCCUPATIONAL HEALTH	HEARING TESTS	345.00
ALLIANT ENERGY	ELECTRICITY	15,842.08
ANDERSON WELDING & MACH	BUILDING MAINT	36.75
B & B CONSTRUCTION	REPLACE COUNCIL CHAMBERS ROOF	7,790.75
BECKER ELECTRIC, LLC	BUILDING MAINT	125.00
BOUBIN TIRE	TIRE REPAIR	69.71
BROWN SUPPLY CO, INC	VALVE BOX & SUPPLIES	551.00

CARGILL	SALT	16,522.73
CCP INDUSTRIES	SAFETY HARD HAT PARTS	42.33
CENTER POINT	LIB MATERIALS	124.02
CHICAGO TRIBUNE	SUBSCRIPTION	210.60
CITY LAUNDERING	BUILDING MAINT	87.26
CITY OF MANCHESTER	UTILITIES	32.51
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,181.76
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	SIGN	11.54
DEVIN SMITH	COMPLIANCE	500.00
DOCUMENT DESTRUCTION, LLC	QUARTERLY SHREDDING	43.00
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	272.00
ECIA	2ND HALF ANNUAL INSTALLMENT	1,553.70
EDGEWOOD OIL, INC.	VEHICLE MAINT SUPPLIES	662.60
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,240.80
ENGINEERED EQUIPMENT SOLUTIONS	BALLASTS	2,651.70
FEHR GRAHAM	ENGINEERING	7,119.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HAUSCHILD, JAMES R	GUN SAFES	1,222.04
HENDERSON TRUCK EQUIPMENT	LIGHTS/HARNES	37.86
IABO	MEMBERSHIP DUES	50.00
IPERS	PAYROLL WITHHOLDINGS	21,242.49
JANICE LANGEL	911 SHIRTS	196.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	317.43
KATHY'S SEWING SHOP	PD UNIFORMS	39.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	22.50
KMCH	PUBLIC ANNOUNCEMENTS	225.00
LANDSCAPES BY CHILDSPLAY	BULBS	50.00
LINK HYDRAULIC, INC	HEADLIGHT & SUPPLIES	66.40
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	557.13
MARTIN EQUIP OF IA-IL	COTTER PIN/LOCK	38.97
MEDIACOM	PHONE & INTERNET	333.52
MOMAR, INC	PURPLE HEAT	115.47
MOVIE LICENSING USA	COPYRIGHT LICENSE	340.00
NORTHERN IOWA TREE CARE	TREE REMOVALS	8,300.00
PALMER HARDWARE	SUPPLIES	194.37
PETERS LAW OFFICE	LEGAL FEES	1,134.05
POSTMASTER	POSTAGE	813.07
RELIANCE STANDARD LIFE INS	LIFE INSURANCE	393.15
SNO-GO, INC	SNO GO	357.00
STANDARD AUTO PARTS	ALARMS	74.09
THOMPSON SHOES	PD UNIFORMS	180.00
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,202.00
TRI-TECH FORENSICS, INC	METH SWABS	55.98
USA BLUE BOOK	BUSHING/GAUGE	245.67
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	238.28
VICK, TIMOTHY J	REIMB TRAVEL EXPENSES	119.60
VISION SERVICE PLAN	INSURANCE	557.20

WALMART COMMUNITY/RFCSLLC	SUPPLIES	301.22
WELLMARK	INSURANCE	27,112.28
JASON WHITE	REIMB UNIFORM	146.38
WINDSTREAM	TELEPHONE	65.76
ZANGERLE REPAIR	VEHICLE REPAIRS	444.63
PAYROLL CHECKS		50,478.89
	TOTAL	200,886.97
	FUND	TOTAL
	GENERAL	102,024.48
	HOLIDAY DECORATIONS	71.16
	ROAD USE TAX	35,163.32
	EMPLOYEE BENEFIT	19,565.55
	POLICE SPECIAL USES	546.66
	TIRRILL TRUST	546.61
	DOWNTOWN INCENTIVE	179.28
	BIKEWAY/WALKWAY PROJECTS	1,751.25
	STREET PROJECTS	4,769.25
	WATER	18,316.44
	WATER CAPITAL PROJECTS	348.50
	SEWER	17,604.47
	FUND TOTALS	200,886.97

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on Development Agreement between the City of Manchester and Norbys Farm Fleet
Mayor Kramer opened the Public Hearing at 5:10pm.

The Council reviewed the proposed development agreement.

Ken Breckenfelder, 509 East Butler Street, asked how projects were chosen for incentives and expressed concern about providing incentives to a business that is already established in the community.

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

4.2 Public Hearing on Development Agreement between the City of Manchester and Fastenal
Mayor Kramer opened the Public Hearing at 5:13pm.

The Council reviewed the proposed development agreement.

There being no correspondence on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:15pm.

4.3 R-142-2015 Resolution Approving Development Agreement with Fastenal, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

Motion by Struble, seconded by Stelken to adopt R-142-2015 Resolution Approving Development Agreement with Fastenal, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

4.4 Public Hearing on Development Agreement between the City of Manchester and Dyersville Ready Mix, Inc. DBA Bard Materials

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

The Council reviewed the proposed development agreement.

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

4.5 Bard Materials Site Plan Review

Ryan Wicks, Fehr Graham, reviewed the site plan for Bard Materials with the Council.

Following discussion, motion by Stelken, seconded by Sherman to approve the site plan for Bard Materials. Motion carried, all ayes.

4.6 R-143-2015 Resolution Approving Development Agreement with Dyersville Ready Mix, Inc. DBA Bard Materials, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

Motion by Behnken, seconded by Poynor to adopt R-143-2015 Resolution Approving Development Agreement with Dyersville Ready Mix, Inc. DBA Bard Materials, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

5. Regular Agenda Items

5.1 Master Gardeners Kaleidoscope Project

City Manager Vick informed the Council that the City has been approached about receiving the gift of a kaleidoscope sculpture to be placed in the Howard and Helen Shelly Memorial Park. A picture of what the kaleidoscope sculpture would look like has been attached. The placement of the sculpture would be in the southern portion of the flower bed, at the intersection of the sidewalks.

Motion by Struble, seconded by Stelken to accept the gift of a kaleidoscope sculpture from the Delaware County Master Gardeners and approve the placement of the sculpture at Shelly Memorial Park. ON CALL OF ROLL: AYES: Struble, Stelken, Behnken, Sherman. NAYS: None. ABSTENTIONS: Poynor (Council Member Poynor abstained as she is a part of the Delaware County Master Gardeners).

5.2 R-144-2015 Resolution Approving Engineering Agreement with Kirkham Michael for the Airport Expansion and Taxiway Project

City Manager Vick reviewed the project with the Council, noting that the project was part of the budget for this fiscal year.

Motion by Behnken, seconded by Poynor to adopt R-144-2015 Resolution Approving Engineering Agreement with Kirkham Michael for the Airport Expansion and Taxiway Project. Motion carried, all ayes.

5.3 Ordinance 014-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa

Motion by Struble, seconded by Stelken to proceed with the second consideration and adoption of Ordinance 014-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick updated the Council on upcoming meetings.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Sherman informed the Council that the Good to Great Vision Committee will be holding meetings in January to set plans for the future of Good to Great.

7.5 Mayor

None.

Curt Meiner, 702 East Howard Street, asked the Council how many signatures would be needed on a petition for the Council to terminate or not renew the City Manager's employment contract. City Attorney Jim Peters responded that there is not a set number of signatures needed, and that there is nothing in the Code that specifies.

Ken Breckenfelder, 509 East Butler Street, asked if the City could offer an explanation when employees are terminated. The Council responded that they could not comment on employment matters.

8. Information

The Council reviewed correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Struble, seconded by Sherman to adjourn the meeting at 5:51pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of a Work Session of the Manchester City Council, Delaware County Board of Supervisors,
Delaware County Economic Development, Manchester Area Chamber of Commerce, Edgewood
Chamber of Commerce, and Delaware County Tourism
December 9, 2015

Mayor Kramer called the work session to order at 5:30pm at the Delaware County Community Center building.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

Also present were members of the Delaware County Board of Supervisors, Delaware County Economic Development, Manchester Area Chamber of Commerce, Edgewood Chamber of Commerce, and Delaware County Tourism.

Jeannie Domeyer, Tourism Committee Member, stated that the purpose of the meeting was to start the discussion of how to proceed with Delaware County Tourism. Current Delaware County Tourism Director Paula Hargrafen has submitted her resignation effective December 31, 2015, and Manchester Chamber Director Jack Klaus will be retiring in May 2016, the Tourism Committee thought it would be a good time to start a conversation regarding the future of tourism in Delaware County. With pending vacancies in both positions, they would like to look at any possible overlaps/gaps in service between the two positions.

Following discussion, the group agreed another meeting should be held on January 7, 2016 at 5:30pm to continue discussions.

The meeting adjourned at 6:22pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Goal Setting Work Session of the Manchester City Council
December 17, 2015

Mayor Kramer called the goal setting work session to order at 12:12pm at the Manchester Fire Station.

Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

Jeff Schott, University of Iowa Institute of Public Affairs, led the goal setting session for the City Council. Items reviewed and discussed included: Progress Report & Update from 2014 Goal Setting Session; Major Accomplishments for 2015; Issues, Concerns, Trends and Opportunities; Ongoing Commitments/Obligations; Significant New Initiatives, Programs, Policies or Actions; and Organizational Effectiveness.

The meeting adjourned at 3:45pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, December 21, 2015

1. Opening

1.1 Call to Order

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

1.2 Roll Call

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Approval of the Agenda

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

1.4 Mayoral Proclamation

Mayor Kramer read a proclamation recognizing 2016 as the Sesquicentennial Celebration of Manchester's Incorporation.

2. Consent Agenda

2.1 Approval of the minutes of the December 7, 2015 City Council Meeting

2.2 R-145-2015 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the November 12, 2015 Library Board meeting
- November 2015 Statistical Report for the Library
- minutes of the December 14, 2015 Parks & Recreation Commission meeting
- minutes of the December 16, 2015 Planning & Zoning Commission meeting
- November 2015 Wastewater Reports
- minutes of the December 10, 2015 Library Board meeting

2.4 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2016

2.5 R-146-2015 Resolution Amending Salary Resolution (Library)

2.6 R-147-2015 Resolution Approving Voluntary Assessment Agreement

2.7 Acknowledge receipt of unpaid nuisance mowing & trimming bills and to approve the certification to the Delaware County Treasurer for collection on property taxes

2.8 Ordinance 014-2015 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration and final adoption

2.9 Approve Pay Estimate #1 in the amount of \$24,081.64 to Horsfield Construction, Inc. for the South 5th Water Main Relocation Project

2.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	305.00
AFLAC	PAYROLL WITHHOLDINGS	444.58
AK SPORTS	UNIFORM ALLOWANCE	116.48

ALLEN OCCUPATIONAL HEALTH	HEARING TESTS	345.00
ALLIANT ENERGY	ELECTRICITY	15,842.08
ANDERSON WELDING & MACH	BUILDING MAINT	36.75
B & B CONSTRUCTION	204 E MAIN: ROOF REPLACEMENT	7,790.75
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	776.58
BECKER ELECTRIC, LLC	BUILDING MAINT	125.00
BECKER, KRIS	INSTRUCTOR FEE	126.00
BLACK HILLS	HEATING FUEL	750.05
BOUBIN TIRE	VEHICLE MAINT	69.71
BROWN SUPPLY CO, INC	OPERATING SUPPLIES	5,894.25
CARGILL	SALT	16,522.73
CARR & CARR ATTORNEYS	DOWNTOWN INCENTIVE GRANT	500.00
CCP INDUSTRIES	SAFETY SUPPLIES	42.33
CENGAGE LEARNING	LIBRARY MATERIALS	215.13
CENTER POINT	LIBRARY MATERIALS	124.02
CHICAGO TRIBUNE	SUBSCRIPTION	210.60
CITY LAUNDERING	MAINTENANCE	87.26
CITY OF MANCHESTER	UTILITIES	32.51
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,181.76
CLARK, ROD	SEIBERT CLEANING	58.84
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
DATA TECHNOLOGIES, INC	ANNUAL MAINTENANCE FEE	5,990.00
DEL CO EXTENSION	APPLICATION CLASS: HEMPSTEAD	45.00
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	42.00
DEL CO SOLID WASTE COMM	LANDFILL	934.90
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	SIGN	11.54
DEVIN SMITH	COMPLIANCE	550.00
DOCUMENT DESTRUCTION, LLC	QUARTERLY SHREDDING	43.00
DON & WALT, LLC	BUILDING MAINT	50.00
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	671.00
ECIA	2ND HALF ANNUAL INSTALLMENT	1,553.70
EDGEWOOD OIL, INC.	OPERATING SUPPLIES	662.60
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,683.69
ELECTRICAL ENGINEERING	GENERATOR	593.75
ENGINEERED EQUIPMENT	BALLASTS	2,651.70
FEHR GRAHAM	ENGINEERING FEES	13,026.75
FRASHER, JR., ROBERT E.	SEIBERT CLEANING	34.50
GALLS	POLICE UNIFORM	116.19
GEORGEN AUTO	VEHICLE MAINT	1,208.28
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HAMMER-TIME CONSTRUCTION	SIDEWALK	400.00
HAUSCHILD, JAMES R	GUN SAFES	1,222.04
HAUSERS WATER CONDITION	D-45	20.00
HAWKINS, INC.	CHEMICALS	372.28
HENDERSON TRUCK EQUIPMENT	VEHICLE MAINT	37.86
IA DEPT OF JUSTICE	FORFEITURE	110.20
IA ONE CALL	ONE CALL FEES	35.40
IA POLICE CHIEF'S ASSOC	ANNUAL MEMBERSHIP	120.00
IABO	CLASS A MEMBERSHIP	50.00

INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	24.14
IPERS	PAYROLL WITHHOLDINGS	42,711.82
J & R SUPPLY, INC	OPERATING SUPPLIES	2,789.34
JANICE LANGEL	POLICE UNIFORM	196.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	317.43
KARR, LLC	OFFICE SUPPLIES	300.80
KATHY'S SEWING SHOP	POLICE UNIFORM	39.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING CONTRACT	21,614.96
KMCH	PUBLIC ANNOUNCEMENTS	225.00
KRAMER, MILT L	MILEAGE REIMB	47.15
LAHR REPAIR, INC	VEHICLE MAINT	1,910.98
LANDSCAPES BY CHILDSPLAY	BULBS	50.00
LINK HYDRAULIC, INC	HEADLIGHT & SUPPLIES	66.40
M. RUTH FRANCOIS	AIRPORT LAND PURCHASE	28,750.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	557.13
MANCHESTER FIRE FIGHTERS	REIMB UNIFORM EXPENSE	658.28
MANCHESTER PRESS	PUBLICATION EXPENSE	934.99
MARTIN EQUIP OF IA-IL	COTTER PIN/LOCK	38.97
MEARDON, SUEPPEL, DOWNER	LEGAL SERVICES	650.00
MEDIACOM	PHONE & INTERNET	333.52
MIDWEST TAPE	LIBRARY MATERIALS	633.58
MIKE'S LANDSCAPING & LAWN	LEAF CLEAN UP	140.00
MOMAR, INC	OPERATING SUPPLIES	115.47
MORRISON, LAWSON	SEIBERT CLEANING	14.50
MOVIE LICENSING USA	ANNUAL LICENSE	340.00
MUSGROVE, CHANCE	SEIBERT CLEANING	59.25
NE IA TELEPHONE SERVICE	SUPPLIES	92.86
NFPA	SUBSCRIPTION	175.00
NICC	REIMB MREP MEDIACOM	1,258.80
NORTHERN IOWA TREE CARE	STUMP REMOVAL	8,450.00
OASIS PUMP SERVICE	REPAIR HYDRANT	1,249.30
PALMER HARDWARE	OPERATING SUPPLIES	194.37
PAZ, IRMA	SEIBERT CLEANING	42.25
PETERS LAW OFFICE	LEGAL FEES	1,134.05
PITNEY BOWES	POSTAGE REIMB	1,008.50
POSTMASTER	FIRST CLASS PERMIT	225.00
PRONTO MART	FUEL	11.66
RADIO COMMUNICATIONS, INC	TECH SERVICE	283.25
REGIONAL MEDICAL CENTER	DRUG/ALCOHOL TESTING	55.00
RITCHISON, ROBERT	SEIBERT CLEANING	86.58
RIVER CITY STONE	WASHED SAND	1,308.15
ROBERSON FIRE & SAFETY	RADIO ADAPTORS	1,136.20
ROWEKAMP ASSOCIATES, INC	SIGN	300.00
SHERE, ANGELA	REIMB LIBRARY BOOKS	51.80
SMALL ANIMAL CLINIC	POLICE CANINE	105.00
SNO-GO, INC	SNO GO	357.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	175.57
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	74.09
STATE HYGIENIC LABORATORY	LAB TESTS	133.50
SUNSHINE BOY WINDOW CLEAN	BUILDING MAINT	140.00

TAYLOR CONSTRUCTION INC	PAY #8: WHITEWATER PARK	115,117.77
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	378.00
THOMPSON SHOES	POLICE UNIFORM	180.00
THREE RIVERS FS	FUEL	3,329.21
TOP GRADE EXCAVATING	PAY 6: 2015 STREETS	80,818.61
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,025.00
TRI-TECH FORENSICS, INC	METH SWABS	55.98
TYLER TECHNOLOGIES	ANNUAL MAINTENANCE	4,123.02
UNITY POINT CLINIC	DRUG TEST	37.00
US CELLULAR	CELL/MOBILE DATA	194.33
USA BLUE BOOK	BUSHING/GAUGE	245.67
VAN METER & ASSOCIATES	PD: TRAINING EXPENSE	150.00
VANDEVORDE, CARLA	SEIBERT CLEANING	89.58
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	278.29
VICK, TIMOTHY J	MILEAGE REIMB	34.50
WALMART COMMUNITY	FD SUPPLIES	414.50
WAUGH, CHASE	SEIBERT CLEANING	14.50
WEINER'S STUMP REMOVAL	TRIMMING, REMOVAL	1,170.00
WELLMARK	PAYROLL WITHHOLDINGS	4,854.12
JASON WHITE	REIMB UNIFORM	146.38
WINDSTREAM	PHONE/INTERNET	125.56
ZANGERLE REPAIR	REPAIR #8	444.63
ZEE MEDICAL, INC	SUPPLIES	56.34
PAYROLL CHECKS		51,627.84
TOTAL		494,165.38
	FUND TOTAL	
	GENERAL	186,671.42
	HOLIDAY DECORATIONS	71.16
	ROAD USE TAX	41,935.09
	POLICE SPECIAL USES	660.20
	TAX INCREMENT FINANCING	104.33
	TIRRILL TRUST	536.21
	LIBRARY GIFT & TRUST	28.98
	POLICE CANINE	105.00
	DOWNTOWN INCENTIVE	715.44
	WHITEWATER PARK PROJECT	115,117.77
	BIKEWAY/WALKWAY PROJECTS	1,751.25
	STREET PROJECTS	90,044.85
	WATER	27,670.81
	WATER CAPITAL IMPR	2,274.25
	SEWER	26,478.62
	TOTAL	494,165.38

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on Rezoning Request for the property at 601 South 5th Street from R1-80 (Single Family Low Density) to C1 (Neighborhood Commercial)
Mayor Kramer opened the Public Hearing at 5:07pm.

Mayor Kramer informed the Council that the Planning & Zoning Commission had met on December 16th, 2015 to review the rezoning request of Kevin Glanz for the property at 601 South 5th Street, and the Commission does recommend approval.

Mr. Glanz addressed the Council regarding the request stating that when he purchased the property he thought it was commercial, and noted that the many of the properties near his are light industrial or commercial. Mr. Glanz also asked if the Council would expedite the approval process.

The Council reviewed the request, and discussed the zoning requirements.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:14pm.

4.2 Ordinance 015-2015 An Ordinance Amending the Official Zoning Map
Motion by Poynor, seconded by Struble to approve the first consideration and adoption of Ordinance 015-2015 An Ordinance Amending the Official Zoning Map. Motion carried, all ayes.

5. Regular Agenda Items

5.1 Keith Krause, NRCS

Keith Krause, Natural Resource Conservation Service (NRCS), updated the City Council on the waterway work completed on the Schulte and Beck properties south of Honey Creek Drive

5.2 Delaware County Economic Development Update - Donna Boss

Donna Boss, Delaware County Economic Development Director, updated the Council on economic development activities over the last year.

5.3 R-148-2015 Resolution Finally Adopting the Proposed Plan for the Manchester Urban Revitalization Area

Motion by Struble, seconded by Stelken to adopt R-148-2015 Resolution Finally Adopting the Proposed Plan for the Manchester Urban Revitalization Area. Motion carried, all ayes.

5.4 Ordinance 016-2015 An Ordinance Designating an Area of Manchester, Iowa, as the Manchester Urban Revitalization Area

Motion by Behnken, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 016-2015 An Ordinance Designating an Area of Manchester, Iowa, as the Manchester Urban Revitalization Area. Motion carried, all ayes.

6. Construction Project Updates

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

7. Reports

7.1 City Attorney

None.

7.2 City Manager

None.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

Curt Meiner, 702 East Howard Street, addressed the Council with concerns regarding publication of City Council minutes and City administration.

Gary Weyant, 500 East Butler Street, questioned the termination of a Library employee.

8. Information

The Council reviewed correspondence received.

9. Closed Session

At 5:48pm, motion by Struble, seconded by Stelken to enter into closed session pursuant to Iowa Code Section 20.17(3) to discuss union negotiations. Motion carried, all ayes.

The Council returned to open session at 6:17pm.

10. Adjourn

Motion by Behnken, seconded by Poynor that the meeting adjourn at 6:20pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk