

Manchester City Council Committee of the Whole Meeting
January 5, 2017

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

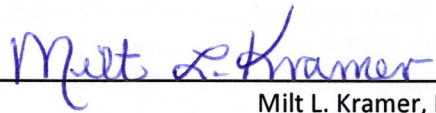
Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

Also present: Jim Hauschild, Perry Peterson, Doug Foley, Jason Haight, Chad Wulfekuhle, Tim Heims, Jason Wenger, Tyler Olson, Dr. Kristen Rickey, Tammy Schneiders.

Items discussed at the committee meeting were: West Delaware FFA Agricultural Lab Request, 2017 Street Project, garbage and recycling routes, City Shop access easement, Committee of the Whole meeting times, and budget work session dates.

Department reports and engineering updates were given.

The meeting adjourned at 8:30am.



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 9, 2017

Mayor Kramer called to order at 5:00pm.

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

Consent Agenda

2.1 Approval of the minutes of the December 12, 2016 City Council Meeting

2.2 R-001-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the December 2016 Wastewater Reports
- Wastewater Lab Certification Final Report

2.4 Liquor License Applications

- Renewal On Premise Class B Beer Permit with Sunday Sales for Chuong Garden Restaurant
- Renewal Off Premise Class C Beer Permit with Sunday Sales for Dollar General Store #4812
- Renewal Off Premise Class C Beer Permit with Sunday Sales for Casey's General Store #2624
- Ownership Update for Casey's General Store #2624

2.5 R-002-2017 Resolution Amending Salary Resolution

2.6 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club

2.7 Approve payment of Downtown Incentive Grants

- Facade Grant in the amount of \$752.19 to Wes Schulte for facade improvements to the west side of the property at 114 South Franklin Street
- Facade Grant in the amount of \$599.30 to Wes Schulte for facade improvements to the east side of the property at 114 South Franklin Street

2.8 Approve payment to Tschiggfrie Excavating Co. in the amount of \$35,126.92 for the Whitewater Structure 3.5 Project

2.9 R-003-2017 Resolution Approving Airport Hangar Leases

2.10 R-004-2017 Resolution Directing the Clerk to Publish Notice of Hearing on the Adoption of the Proposed "Code of Ordinances of the City of Manchester, Iowa"

2.11 Approve payment of claims totaling \$20,202.00 to Fehr Graham

2.12 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2017

2.13 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	174.85
ACCESS SYSTEMS LEASING	COPIER MAINT	321.93
AFLAC	PAYROLL WITHHOLDINGS	1,376.73
AK SPORTS	DISPATCHER SUPPLIES	101.00
AL'S ELECTRICAL SERVICE	PHOTOEYE REPAIR	53.40
ALLEN OCCUPATIONAL HEALTH	AUDIOGRAM	344.00
ALLIANT ENERGY	ELECTRICITY	17,195.12

AMAZON	LIB SUPPLIES	198.55
APPLIED SPECTROMETRY, INC	MANIFOLD VALVE	635.00
AUTOMATION ENGINEERING	REPAIR DATA TRANSCEIVER	863.25
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,258.08
BARCO MUNICIPAL PRODUCTS	MANHOLE HOOK	111.58
BARD CONCRETE	MATERIAL	510.86
BARRON MOTOR SUPPLY	SUPPLIES	193.42
BECKER ELECTRIC, LLC	GAZEBO LIGHT REPAIR	154.28
BECKER, KRIS	INSTRUCTOR	176.40
BLACK HILLS	HEATING FUEL	1,876.10
BOB STEPHEN MOTORS	REPAIR	64.99
BOUBIN TIRE	TIRE REPAIR	31.30
BROWN SUPPLY CO, INC	SUPPLIES	330.25
BSN SPORTS	VB/BB/CARRIER	167.32
BURRINGTON GROUP, INC	ENGINEERING FEES	1,507.00
FRIENDS OF CASTLE THEATRE	LIBRARY PRIZES	50.00
CCP INDUSTRIES	SAFETY GLASSES	43.62
CENGAGE LEARNING	LIB MATERIALS	123.16
CENTER POINT	LIB MATERIALS	127.62
CHICAGO TRIBUNE	SUBSCRIPTION	210.60
CINTAS	FIRST AID SUPPLIES	134.57
CITY LAUNDERING	LIB MAINTENANCE	91.52
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,922.83
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	877.56
COLOFF DIGITAL	MAINTENANCE	179.00
CONFLUENCE	DOWNTOWN CONCEPT PLAN	4,918.40
CORKERY, KIMBERLY A	RETIREMENT RECEPTION	218.00
DATA TECHNOLOGIES, INC	ANNUAL MAINTENANCE	5,800.70
DEL CO EMERGENCY MGT	2016 FLOOD SUPPLIES	2,500.00
DEL CO EXTENSION	APPLICATOR CLASS	70.00
DEL CO FAIR SOCIETY	VOLUNTEER FAIR	183.80
DEL CO SOLID WASTE COMMISSION	LANDFILL	937.90
DEL CO TOURISM	IOWA TOURISM CONFERENCE	235.88
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,500.00
DELCO PLUMBING & HEATING	REPAIR THERMOSTAT	155.00
DEPENDABLE AUTOMOTIVE	MAINTENANCE SUPPLIES	167.09
DIGITAL ALLEY, INC	CAMERA	4,325.00
DJ REPAIR	TARP REPAIR	57.44
DON & WALT, LLC	MAINTENANCE	594.28
DMASWA	JET VAC DUMP	1,057.50
DYERSVILLE COMMERCIAL	ADS	298.80
EDGEWOOD AUTO & TIRE, LLC	REPAIR & PARTS	894.29
EDGEWOOD OIL, INC.	MAINTENANCE SUPPLIES	188.20
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	63,379.08
ELM USA	MAINTENANCE	1.50
ESCROW SERVICES OF IOWA	PROPERTY ACQ	230,195.16
FAREWAY STORES	SUPPLIES	118.48
FASTENAL COMPANY	SUPPLIES	84.72
FEHR GRAHAM	ENGINEERING FEES	15,432.50
FINK, MARK	SNOW REMOVAL	250.00
FRIENDS OF CASTLE THEATRE	DOWNTOWN INCENTIVE GRANT	1,596.50

GALLS	SUPPLIES	673.54
GEORGEN AUTO	REPAIR	717.44
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	1,455.00
HACH CO, INC	CHEMICALS	1,280.55
STEVEN BROGHAMMER	SHINGLE	6,635.00
HARLAND TECHNOLOGY SERVIC	IT FEE	530.00
HAUSERS WATER CONDITIONING	D45	60.00
HAWKEYE ENVIRONMENTAL, LLC	AESBESTOS TESTING	750.00
HAWKINS, INC.	CHEMICALS	956.20
HENDERSON TRUCK EQUIPMENT	PARTS	34.92
HERITAGE PRINTING	FD SUPPLIES	23.77
HITECH COMMUNICATIONS, LLC	PHONE LINE	225.00
CHUCK HUTCHINSON	TRANQUILZER DARTS	50.00
IA DARE ASSOCIATION	MEMBERSHIP	100.00
IA ONE CALL	ONE CALLS	111.20
IA POLICE CHIEF'S ASSOC	MEMBERSHIP	120.00
IA PRISON INDUSTRIES	SIGNS	271.26
IACP NET/LOGIN	ANNUAL FEE IACP NET SERVICE	275.00
IDNR	CONSTRUCTION PERMITS	100.00
IDNR	CONSTRUCTION PERMITS	451.70
IDNR	2017 TANK FEE	65.00
IDOT	FAX PAPER	59.28
INGRAM LIBRARY SERVICES	LIB MATERIALS	67.57
INSTITUTE OF PUBLIC AFFAIRS	GOAL SETTING	2,092.18
IPERS	PAYROLL WITHHOLDINGS	55,481.62
JOHN DEERE FINANCIAL	SUPPLIES	657.75
K & A FARM EQUIPMENT	SUPPLIES	57.20
KARR, LLC	OFFICE SUPPLIES	696.73
KBI WAREHOUSE & DISTR	FLOOD SUPPLIES	950.00
KLUESNER CONSTRUCTION	PATCHES	1,861.20
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	21,840.18
KMCH	ANNOUNCEMENTS	491.66
KRAMER, MILT L	MILEAGE REIMB	35.64
LAHR REPAIR, INC	SUPPLIES & REPAIRS	1,062.70
LANDSCAPES BY CHILDSPLAY,	BULBS	50.00
LEARN, ERIN	150TH WINDOW WALK SUPPLIES	160.33
MAINSTAY SYSTEMS, INC	WATCHGUARD	803.00
MANCHESTER AREA CHAMBER	MEMBERSHIP	1,120.00
MANCHESTER CARQUEST	SUPPLIES	690.65
MANCHESTER PRESS	LEGALS	966.42
MARTHA TIMMER	FD MAINTENANCE	208.37
MARTIN EQUIP OF IA-IL	PARTS	1,173.95
MEDIACOM	PHONE & INTERNET	417.76
MES - MIDAM	SUPPLIES	990.00
MID-IOWA SOLID WASTE EQUIP	VAC CON PARTS	111.09
MIDWEST TAPE	LIB MATERIALS	153.98
MIKE'S LANDSCAPING & LAWN	LANDSCAPE MAINTENANCE	255.00
MOVIE LICENSING USA	LICENSE	357.00
MUNICIPAL SUPPLY	DUAL PORT MXU	154.16
NICC	TRAINING	125.00
NORSOLV, INC	SOLVENT	134.95

ON-SITE INFORMATION DESTR	SHREDDING SERVICES	123.72
ONEIDA SIGNS, LLC	SEIBERT PLAQUE	40.00
PALMER HARDWARE	SUPPLIES	694.24
PERSONNEL CONCEPTS LTD	LABOR LAW POSTERS	328.90
PETERS LAW OFFICE	LEGAL FEES	880.00
PITNEY BOWES	POSTAGE REIMB	1,008.50
PITNEY BOWES	LEASE	201.72
PIZZA HUT	SUPPLIES	20.00
POSTMASTER	POSTAGE	540.02
RADIO COMMUNICATIONS, INC	SIREN	1,643.90
RELIANCE STANDARD LIFE INS	INSURANCE	753.30
REPUBLIC SERVICES #613	SHREDDING	50.48
REPUBLIC SERVICES #613	SHREDDING	50.47
RFSW	AUDIT	6,750.00
RIVER CITY STONE	3/16' SCREENINGS	71.65
SCHROEDERS CASH SUPPLY	SUPPLIES	61.11
SCHULTE, WES	2ND STORY LOAN	10,000.00
SHERE, ANGELA	ALA MEMBERSHIP	319.60
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	183.23
SPECIAL DRIVERS AGENCY	DOWNTOWN INCENTIVE GRANT	5,046.07
SPEER FINANCIAL	ANNUAL TIF REPORT	325.00
PREMIER PARTS INC	BOSS DXT PARTS #55	960.52
STATE HYGIENIC LABORATORY	LAB TESTS	172.50
STREICHER'S	PD SUPPLIES	75.97
SUE'S FLOWER & GARDEN CTR	HOLIDAY DECOR	236.20
SUNSHINE BOY WINDOW CLEAN	FD MAINTENANCE	154.00
SUPREME GREEN LAWN CARE	SNOW REMOVAL	885.00
T & W GRINDING	COMPOST MAINTENANCE	8,250.00
TEAMSTERS LOCAL 238	UNION DUES	347.00
TERRACON	SITE ASSESSMENT	1,900.00
THE PENWORTHY COMPANY	LIB MATERIALS	377.91
THOMPSON SHOES	SUPPLIES	45.00
THREE RIVERS FS	FUEL	2,946.13
TRANS-IOWA EQUIPMENT INC	CABLE	1,440.34
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	10,254.00
TRUE NORTH COMPANIES	FIRE DEPT INSURANCE	406.60
TRUMBLEE, DAVID	UNIFORM	169.99
US CELLULAR	MOBILE PHONE	598.08
USA BLUE BOOK	SUPPLIES	498.47
US POLICE CANINE ASSOC	MEMBERSHIP	50.00
US POLICE CANINE ASSOC	TRAINING	50.00
US TENNIS ASSOC	MEMBERSHIP	35.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	2,274.24
VERIZON WIRELESS	MOBILE PHONE	520.33
VICK, TIMOTHY J	MILEAGE REIMB	45.36
VISION SERVICE PLAN	INSURANCE	1,082.72
WAGeworks	FLEX PLAN PAYMENTS	232.98
WALMART COMMUNITY	SUPPLIES	1,078.59
WELLMARK	INSURANCE	51,158.80
WERTJES UNIFORMS, INC	SUPPLIES	120.40
JASON WHITE	SUPPLIES	231.12

WIDNER DRUG	SUPPLIES	149.83
WINDSTREAM	PHONE & INTERNET	2,036.85
ZANGERLE REPAIR	FIRE EQUIPMENT	1,798.00
PAYROLL CHECKS	PAYROLL	162,455.74
DEPOSIT REFUNDS ON 12/21/2016	UTILITY DEPOSIT REFUNDS	261.31
TOTAL		759,067.95
	FUND TOTALS	
	GENERAL	292,527.28
	HOTEL MOTEL TAX	1,348.04
	HOLIDAY DECORATIONS	338.20
	ROAD USE TAX	61,659.50
	EMPLOYEE BENEFIT	40,570.69
	POLICE SPECIAL USES	4,576.66
	TAX INCREMENT FINANCING	325.00
	HOUSING ACQ/DEMO	232,875.16
	TIRRILL TRUST	509.47
	LIBRARY GIFT & TRUST	327.29
	POLICE CANINE	100.00
	DOWNTOWN INCENTIVE	16,699.19
	STREET PROJECTS	17,214.95
	WATER	47,058.56
	UTILITY DEPOSIT TRUST	261.31
	SEWER	42,676.65
	TOTAL	759,067.95

Public Hearing on proposed Resolution of Necessity for the 2017 Street Improvement Project

Mayor Kramer opened the Public Hearing at 5:05pm on the proposed Resolution of Necessity.

Amanda Hartke, 713 West Marion Street, requested that the driveway approach on South 7th Street be removed as their main driveway on West Marion Street was done with last year's project and this access is no longer needed.

City Manager Vick stated that bids were received for the project last week, and that the City has revised estimates on the assessment amounts based on the low bid received. The updated assessment amounts were provided to those present.

There being no further public comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:14pm.

Motion by Poynor, seconded by Behnken to adopt R-005-2017 Resolution of Necessity for the 2017 Street Improvement Project. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Struble. NAYS: None. ABSTENTIONS: Stelken (Council Member Stelken abstained as he owns property in the project area).

Motion by Struble, seconded by Poynor to adopt R-006-2017 Resolution Ratifying the Preparation of Detailed Plans, Specifications, Notice of Hearing, Notice to Bidders, and Form of Contract. ON CALL OF ROLL: AYES: Struble, Poynor, Behnken, Sherman. NAYS: None. ABSTENTIONS: Stelken (Council Member Stelken abstained as he owns property in the project area).

Public Hearing on Plans, Specifications, Form of Contract, and Estimate of Cost for the 2017 Street Improvement Project

Mayor Kramer opened the Public Hearing at 5:16pm.

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

Motion by Behnken, seconded by Struble to adopt R-007-2017 Resolution Finally Approving and Confirming Plans, Specifications, Form of Contract, and Estimate of Cost for the 2017 Street Improvement Project. ON CALL OF ROLL: AYES: Behnken, Struble, Poynor, Sherman. NAYS: None. ABSTENTIONS: Stelken (Council Member Stelken abstained as he owns property in the project area).

The Council reviewed the bids received for the 2017 Street Improvement Project with the Council. Eight bids were received with the low bid of \$1,388,317.90 coming from Top Grade Excavating. The low bid was 6% below the engineer's estimate.

Motion by Poynor, seconded by Struble to adopt R-008-2017 Resolution Awarding Contract for the 2017 Street Improvement Project to Top Grade Excavating. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken, Sherman. NAYS: None. ABSTENTIONS: Stelken (Council Member Stelken abstained as he owns property in the project area).

West Delaware Community Schools Livestock Exception Request

Motion by Sherman, seconded by Stelken to adopt R-009-2017 Resolution Approving Limited Consent to Keeping Livestock in City for the West Delaware Community School District. Motion carried, all ayes.

005-2016 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding Chapter 75A - All Terrain Vehicles

Motion by Behnken, seconded by Sherman to proceed with the third consideration and final adoption of 005-2016 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding Chapter 75A - All Terrain Vehicles. ON CALL OF ROLL: AYES: Behnken, Sherman, Stelken, Struble. NAYS: Poynor.

006-2016 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adopting a separate ordinance regulating the operation of Snowmobiles within the City

Motion by Sherman, seconded by Stelken to proceed with the second consideration and adoption of 006-2016 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adopting a separate ordinance regulating the operation of Snowmobiles within the City. ON CALL OF ROLL: AYES: Sherman, Stelken, Behnken, Struble. NAYS: Poynor.

Seaver Gentz, 915 Sherman Avenue, asked if the City would vacate a portion of the unimproved alley behind his property and sell it to him as he would like to build a garage. The Council discussed the request with Mr. Gentz, and asked that specifics be provided to them regarding the amount of land, location, and drawings so they could review them at their next meeting.

Michael Hettinger, East Buchanan student, asked how the Council determines which streets will be worked on next. City Manager Vick responded that the City has a Street Improvement Plan which identifies the streets in need of repair.

Construction Project Updates

None.

Reports

City Manager Vick informed the Council that there would be a budget work session next week, and that twenty-six applications were received for the Heavy Equipment Operator position.

Motion by Stelken, seconded by Behnken that the meeting adjourn at 5:47pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Budget Work Session
January 19, 2017

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

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

City Manager Tim Vick reviewed the initial budget presentation with the Council.

Items discussed included:

- Goals and Priorities from the Goal Setting Session held in December 2016
- City's levy rate
- Equipment replacement schedule
- Capital Projects
- Property Tax Valuations
- State backfill

The work session adjourned at 6:12pm.


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 23, 2017

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

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

Seaver Gentz, 915 Sherman Avenue, addressed the Council requesting the City consider vacating a portion of the unimproved alley behind his property. The Council discussed the request with Mr. Gentz, including his plans for the alley, easements required, and access. Neighbors Dan Beevers, 908 Doctor Street, and Bill Logan, 916 Doctor Street, questioned access if the alley is vacated and how much of the alley would be vacated.

Following discussion, the Council asked that the Planning & Zoning Commission to review the vacation of the north half (198 feet) of the alley on the block between Doctor and Sherman and Clara and Harris.

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

Consent Agenda

2.1 Approval of the minutes of the January 5, 2017 Committee of the Whole meeting and the January 9, 2017 City Council Meeting

2.2 R-010-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the January 18, 2017 Planning & Zoning Commission meeting
- minutes of the December 12, 2016 Parks & Recreation Commission meeting
- minutes of the January 9, 2017 Parks & Recreation Commission meeting
- minutes of the December 8, 2016 Library Board meeting
- Library Statistical Report for December 2016
- minutes of the January 12, 2017 Library Board meeting

2.4 Liquor License Applications

- Renewal application for Off Premise Class E Liquor License for Fareway Stores, Inc. #594

2.5 R-011-2017 Resolution Amending Salary Resolution

2.6 Approval of Downtown Incentive Grant applications

- Acquisition Grant Application in the amount of \$2,686.00 to Aunt Emmy's LLC for the property at 114 North Franklin Street
- Awning Program Grant Application in the amount of \$500.00 to Aunt Emmy's LLC for the property at 114 North Franklin Street
- Commercial Interior Grant Application in the amount of \$1,375.81 to Aunt Emmy's LLC for the property at 114 North Franklin Street
- Commercial Interior Grant Application in the amount of \$1,000.00 to Heritage Printing for the property at 124 East Main Street

2.7 R-012-2017 Resolution Approving Airport Hangar Lease

2.8 R-013-2017 Resolution Approving Contract and Performance and/or Payment Bonds for the 2017 Street Improvements Project

2.9 R-014-2017 Resolution Approving Preliminary Plat (Holtz-Bennett Family Subdivision)

2.10 R-015-2017 Resolution Approving Final Plat

2.11 Approve payment of claims totaling \$2,805.00 to Fehr Graham for engineering services

2.12 R-016-2017 Resolution Approving Property Tax Abatement Applications submitted by Property Owners in Recognized Urban Revitalization Areas and Authorizing the Transmittal of the Approved Applications to the Delaware County Assessor

2.13 Approval of the Consent Agenda

Motion by Sherman, seconded by Poynor to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER, INC	PD TONER/INK	409.75
ACCESS SYSTEMS LEASING	COPIER	321.93
AFLAC	AFLAC	458.91
ALAN B. COOK	FD REPAIR	147.20
ALLEN OCCUPATIONAL HEALTH	AUDIOGRAM	344.00
ALLIANT ENERGY	ELECTRICITY	19,173.67
AMAZON	LIB MATERIALS	61.29
APPLIED SPECTROMETRY, INC	MANIFOLD VALVE	635.00
AUTOMATION ENGINEERING	DATA TRANSCEIVER	2,127.13
BAKER & TAYLOR BOOKS	LIB MATERIALS	356.06
BARCO MUNICIPAL PRODUCTS	MANHOLE HOOK	111.58
BARRON MOTOR	PARTS & SUPPLIES	1,581.65
BECKER, KRIS	FITNESS INSTRUCTOR	201.60
BOB STEPHEN MOTORS	MAINTENANCE	183.35
BOUBIN TIRE & AUTOMOTICE	TIRE REPAIR	31.30
BROWN SUPPLY COMPANY	SUPPLIES	330.25
BSN SPORTS, INC	VB/BB/CARRIER	167.32
CCP INDUSTRIES	SAFETY GLASSES	43.62
CENGAGE LEARNING	LIB MATERIALS	62.38
CENTER POINT	LIB MATERIALS	127.62
CITY LAUNDERING	LIB MAINTENANCE	141.28
CITY OF MANCHESTER-FLEX	DEPCARE REIMB	909.57
COLLECTION SERV CENTER	CHLD SUPP BI-WK	292.52
COLOFF DIGITAL	WEBSITE	179.00
CONFLUENCE, INC	DOWNTOWN CONCEPT PLAN	17,676.10
CORKERY, KIMBERLY A	RETIREMENT RECEPTION	218.00
DEL CO ASSESSOR'S OFFICE	MAPS	48.00
DEL CO ECONOMIC DEVELOPMENT	2ND HALF ANNUAL CONTRIBUTION	15,000.00
DEL CO EMERGENCY MGT	2016 FLOOD SUPPLIES	2,500.00
DEL CO FAIR SOCIETY	BECKER ROOM USAGE	67.20
DEL CO SOLID WASTE COMMISSION	LANDFILL	935.20
DELAWARE INVESTMENTS	SAVINGS PLAN	375.00
DEMCO	LIB MATERIALS	202.73
DEPENDABLE AUTOMOTIVE PRODUCTS	MAINTENANCE SUPPLIES	167.09
DIGITAL ALLEY, INC	CAMERA	4,325.00
DJ REPAIR, INC	FUEL TANK REPAIR	789.17
DON & WALT, LLC	REPAIRS	212.24
DORSEY & WHITNEY, LLP	URBAN RENEWAL PLAN AMENDMENT	15,152.25
EDGEWOOD AUTO & TIRE, LLC	TIRE REPAIR	894.29
EDGEWOOD OIL, INC.	MAINTENANCE SUPPLIES	188.20
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	25,094.90
ELM USA	LIB EQUIP REPAIR	3.00
EMERALD DATA SOLUTIONS, INC	BOARDDOCS ANNUAL SERVICE	2,700.00
ENGINEERED EQUIPMENT, INC	WWTP LAMP	4,353.62
ERIN LEARN: PETTY CASH	REIMB PETTY CASH	98.62
FAREWAY STORES, INC	SUPPLIES	89.85
FARONICS TECH USA,INC	LIB MAINTENANCE	85.20
FASTENAL COMPANY, INC	HOLE SAW/HEXSH	133.08
FEHR GRAHAM	ENGINEERING	20,202.00

MARK FINK	SNOW REMOVAL	250.00
WILLIAM M BOLL	LIB MAINTENANCE	75.00
FOLLETT SOFTWARE CO	LIB LABELS	425.00
GALLS	PD SUPPLIES	718.53
GEORGEN AUTO	REPAIR	717.44
GRUNDY NATIONAL BANK	XMAS CLUB	485.00
HARLAND TECHNOLOGY SERVIC	SUPPORT	250.00
HAUSERS WATER CONDITIONING,INC	D45	40.00
HAWKINS, INC.	CHEMICALS	337.70
NEDERSON PRODUCTS, INC	PARTS	34.92
HITECH COMMUNICATIONS, LLC	LIB ALARM REPAIR	112.50
HORSFIELD CONSTRUCTION	PAY #2 (FINAL): S 5TH WATER	1,767.45
IA DARE ASSOCIATION	MEMBERSHIP	100.00
IA FIREFIGHTER'S ASSOCIAT	MEMBERSHIP DUES	416.00
IA LIBRARY ASSOC	SUBSCRIPTION	120.00
IA NARCOTIC OFFICERS ASSOCIATION	MEMBERSHIP	25.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	111.20
IA PRISON INDUSTRIES	STREET SIGNS	54.40
IAMU	TRAINING	175.00
IDNR	2017 TANK FEE	65.00
INGRAM LIBRARY SERVICES,	LIB MATERIALS	85.56
INT'L ASSOC CHIEFS OF POL	MEMBERSHIP	150.00
ISU	SHADE TREE SHORT COURSE (4)	680.00
JOHN DEERE FINANCIAL	SUPPLIES & PARTS	1,505.31
K&A FARM EQUIPMENT,INC	SUPPLIES	57.20
MONKEYTOWN	LIB SUPPLIES	750.28
KBI WAREHOUSE & DISTRIBUT	FLOOD SUPPLIES	950.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING CONTRACT	21,655.82
KMCH	ANNOUNCEMENTS	108.33
KOCH BROTHERS, INC	LIB COPIER	104.01
KRAMER, MILT L	MILEAGE REIMB	47.08
LAHR REPAIR, INC	SUPPLIES	1,062.70
MELISSA LOUGHREN	VB SUPERVISOR	120.00
MAINSTAY SYSTEMS, INC	PD MAINTENANCE	1,105.00
MANCHESTER CARQUEST	PARTS	38.23
MANCHESTER FIRE FIGHTERS	REIMB AMAZON ORDER	162.17
WOODWARD COMMUNICATIONS,INC	LEGALS	291.92
MARTIN EQUIP OF IA-IL	DIPSTICK	1,188.80
MID-IOWA SOLID WASTE,INC	VAC CON PARTS	111.09
MIDWEST TAPE	LIB MATERIALS	577.41
MORTON SALT, INC	SALT	23,557.63
MUNICIPAL SUPPLY,INC	DUAL PORT MXU	154.16
NICC	TRAINING	250.00
NORSOLV, INC	SOLVENT	134.95
JOHN KEPPLER	400 ASH TREE REMOVAL	8,200.00
PALMER HARDWARE, INC	SUPPLIES	839.60
PERSONNEL CONCEPTS LTD	LABOR LAW POSTERS	328.90
PETERS LAW OFFICE	PROFESSIONAL FEES	850.00
RADIO COMMUNICATIONS,INC	MAINTENANCE	145.00
RAY O'HERRON, INC	UNIFORM SUPPLIES	71.05
REGIONAL MEDICAL CENTER	LAB TEST	30.00

RIVER CITY STONE,INC	SCREENINGS	115.47
SCHULTE, WES	FACADE: WEST SIDE	1,351.49
SENSUS METERING SYSTEMS,	REPAIR AUTOGUN	435.13
SHERE, ANGELA	REIMB SUPPLIES	437.67
SOLUTIONS MANAGEMENT GROU	PRINTER	191.19
PREMIER PARTS INC	BOSS DXT PARTS #55	960.52
STATE HYGIENIC LABORATORY	LAB TESTS	428.50
STREICHER'S,INC	PD SUPPLIES	75.97
GREGORY B TREY	WINDOW MAINTENANCE	100.00
SUPREME GREEN,INC	SNOW REMOVAL	885.00
T & W GRINDING	COMPOST MAINTENANCE	8,250.00
THOMPSON SHOES	SUPPLIES	45.00
THREE RIVERS FS	FUEL	3,946.06
TRANS-IOWA EQUIPMENT INC	CABLE	1,440.34
TREASURER STATE OF IOWA	STATE TAX	3,901.00
TSCHIGGFRIE EXCAVATING	WHITEWATER STRUCTURE 3.5	35,126.92
UNITY POINT CLINIC-OCCUPA	DRUG TEST	37.00
USA BLUE BOOK	WWTP LAB SUPPLIES	840.72
US POLICE CANINE ASSOCIATION	MEMBERSHIP	50.00
US POLICE CANINE ASSOCIAT	TRAINING	50.00
UNITED STATES TENNIS ASSO	MEMBERSHIP	35.00
VANTAGE TRANSFER AGENTS-3	ICMARC	758.08
WALMART COMMUNITY/RFCSLLC	SUPPLIES	1,078.59
WELLMARK	HEALTH INS	1,885.41
WERTJES UNIFORMS, INC	SUPPLIES	120.40
JASON WHITE	UNIFORM	115.56
WIDNER DRUG	SUPPLIES	101.20
WINDSTREAM	PHONE & INTERNET	67.09
PAYROLL CHECKS		66,928.28
TOTAL ACCOUNTS PAYABLE		341,258.65
	FUND TOTALS	
	GENERAL	169,485.04
	HOTEL MOTEL TAX	176.12
	ROAD USE TAX	55,930.74
	POLICE SPECIAL USES	4,576.66
	TAX INCREMENT FINANCING	15,152.25
	LIBRARY GIFT & TRUST	275.55
	POLICE CANINE	100.00
	DOWNTOWN INCENTIVE	1,351.49
	WHITEWATER PARK PROJECT	35,126.92
	STREET PROJECTS	21,645.88
	WATER FUND	14,847.42
	SEWER FUND	22,590.58
	TOTAL	341,258.65

Public Hearing on the Adoption of the Proposed "Code of Ordinances of the City of Manchester, Iowa"
Mayor Kramer opened the Public Hearing at 5:41pm.

City Manager Vick informed the Council that the proposed code of ordinances codifies the ordinances adopted over the past six years.

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

Motion by Poynor, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 001-2017 An Ordinance adopting the "Code of Ordinances of the City of Manchester, Iowa." Motion carried, all ayes.

Ordinance 006-2016

Motion by Behnken, seconded by Struble to proceed with the third consideration and final adoption of Ordinance 006-2016 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adopting a separate ordinance regulating the operation of Snowmobiles within the City. ON CALL OF ROLL: AYES: Behnken, Struble, Sherman, Stelken. NAYS: Poynor.

Resolution R-017-2017

Motion by Stelken, seconded by Behnken to adopt R-017-2017 Resolution relating to the Financing of a Proposed Project to be undertaken by the City of Manchester, Iowa; establishing compliance with reimbursement bond regulations under the Internal Revenue Code. Motion carried, all ayes.

Resolution R-018-2017

Motion by Poynor, seconded by Struble to adopt R-018-2017 Resolution Authorizing Internal Advance of Funds for the Flood Buyout Program. Motion carried, all ayes.

Construction Project Updates

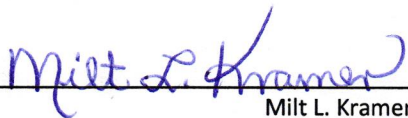
Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Attorney Jim Peters updated the Council on progress being made on the property at 500 North Franklin Street.

City Manager Tim Vick updated the Council on the public input meeting held last week on the downtown concept plan.

Motion by Sherman, seconded by Struble to adjourn the meeting at 5:52pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Budget Work Session
January 30, 2017

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

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

City Manager Tim Vick reviewed the budget presentation with the Council. The presentation covered Capital Improvements and Equipment, Debt Service and Bond Issue, and the Employee Benefits Levy.

The budget work session adjourned at 6:12pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Manchester City Council Budget Work Session
February 6, 2017

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

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

City Manager Tim Vick reviewed the budget presentation with the Council. The presentation covered the Water Fund, the Sewer Fund, Road Use Tax, Local Option Sales Tax, and the General Fund.

The budget work session adjourned at 6:13pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
February 9, 2017

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

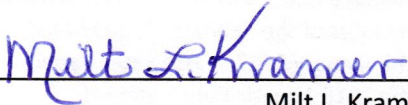
Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken. Absent: Ron Struble.

Also present: Jim Hauschild, Perry Peterson, Doug Foley, Tim Heims, Chad Wulfekuhle, Mike Ryan, Jason Wenger, Ryan Wicks.

Items discussed at the committee meeting were: 2017 Street Project, Alley Vacation Request, Sludge Hauling, Aquatic Center Chlorinator, and the Mowing Contract.

Department reports and engineering updates were given.

The meeting adjourned at 5:01pm.



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 13, 2017

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Connie Behnken, Ron Struble (Struble arrived at 5:04pm). Absent: Dan Stelken.

Motion by Behnken, seconded by Poynor to approve the agenda as presented. Motion carried, all ayes.

Mayor Kramer presented a Service Award to Nathan Detrich for 5 years of service to the Parks & Recreation Department. Also recognized was Maureen Montgomery, who was unable to attend, for her 10 years of service to the Police Department.

Council Member Struble arrived at 5:04pm.

Consent Agenda

2.1 Approval of the minutes of the January 23, 2017 City Council Meeting

2.2 R-019-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the February 1, 2017 Planning & Zoning Commission meeting
- the January 2017 Wastewater Reports
- the 2016 Aquatic Center Report
- the January 2017 Library Statistical Report
- minutes if the February 6, 2017 Parks & Recreation Commission meeting

2.4 Liquor License Applications

- New Application for 5 Day On Premise Liquor License for St. Mary Church for their gala event on March 4, 2017

2.5 R-020-2017 Resolution Amending Salary Resolution

2.6 Motion to set March 13, 2017 at 5:00pm as the date and time for a Public Hearing on the proposed annexation of 616 Quaker Mill Drive

2.7 R-021-2017 Resolution Approving Lease Agreement Extension with Dupaco Community Credit Union

2.8 R-022-2017 A Resolution of the Manchester City Council adopting the 2017 Delaware County, Iowa Multi-Jurisdictional Multi-Hazard Mitigation Plan (DCHMP)

2.9 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	917.82
ALLIANT ENERGY	ELECTRICITY	49.12
ANDERSON WELDING	BRIDGE REPAIR	3,220.82
BLACK HILLS	HEATING FUEL	3,227.84
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,819.14
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	585.04
DEL CO AUDITOR	1ST & 2ND QUARTER GIS	6,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	750.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	38,015.31
FAREWAY STORES, INC	MEETING SUPPLIES	28.11
FASTENAL COMPANY, INC	SUPPLIES	119.41
FEHR GRAHAM	ENGINEERING FEES	2,805.00
GEORGEN AUTO	VEHICLE MAINTENANCE	1,104.77

GLOBAL PAYMENTS/OPEN EDGE	CREDIT CARD PROCESSING	0.30
GRAINGER, INC	SUPPLIES	207.60
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	970.00
HENDERSON PRODUCTS, INC	PARTS	139.84
HITECH COMMUNICATIONS, LLC	FRANKLIN/ACERS SIGNAL POLE	7,334.65
IA DEPT OF PUBLIC SAFETY	ANNUAL FEE	4,368.00
IA GOLD DISTRIBUTING	DRUM & FILTERS	55.00
IDNR	WASTEWATER LAB CERTIFICATION	400.00
IPERS	PAYROLL WITHHOLDINGS	22,583.61
J & R SUPPLY, INC	2017 STREET PROJECT	7,996.75
J'S AUTO, INC	TIRE MAINTENANCE	32.36
MONKEYTOWN	OFFICE SUPPLIES	275.62
KRAMER, MILT L	MILEAGE, EXPENSE REIMB	58.66
LAHR REPAIR, INC	VEHICLE MAINTENANCE	724.25
MEDIACOM	PHONE & INTERNET	347.49
MORTON SALT, INC	SALT	1,786.44
NICC	LEADERSHIP INSTITUTE	125.00
PETERS LAW OFFICE	LEGAL FEES	216.00
POSTMASTER	POSTAGE	530.07
RELIANCE STANDARD LIFE INS	INSURANCE	448.15
IOWA DEPT OF REVENUE	SALES TAX	4,691.36
TEAMSTERS LOCAL 238	UNION DUES	347.00
TREASURER STATE OF IOWA	STATE TAX	6,235.00
UNITY POINT CLINIC	ANNUAL MEMBERSHIP	50.00
US CELLULAR	MOBILE PHONE	228.31
USA BLUE BOOK	SUPPLIES	183.66
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	1,516.16
VERIZON WIRELESS	MOBILE DATA	520.39
VISION SERVICE PLAN	INSURANCE	541.36
WAGeworks	FLEX PLAN PAYMENTS	474.36
WALMART COMMUNITY	SUPPLIES	453.29
WELLMARK	INSURANCE	23,841.19
WINTER EQUIPMENT COMPANY	CURBGUARD	888.35
WORLDPAY US, INC	CREDIT CARD PROCESSING	5.04
PAYROLL CHECKS		99,747.90
TOTAL ACCOUNTS PAYABLE		246,965.54
	FUND TOTALS	
	GENERAL	133,832.31
	ROAD USE TAX	31,082.96
	EMPLOYEE BENEFITS	18,599.53
	HOUSING ACQ/DEMOLITION	60.00
	STREET PROJECTS	16,428.86
	FEMA CAPITAL PROJECTS	405.00
	WATER	23,535.01
	SEWER	23,021.87
	TOTAL	246,965.54

Regional Planning Affiliation (RPA) Region 8 Update - Chandra Ravada, Transportation Director

Chandra Ravada, RPA Transportation Director, presented the Council with information regarding transportation funding and RPA's long range transportation plan. Mr. Ravada asked for Council input regarding projects in the City of Manchester.

The Council discussed the 2020 Street Project, West Marion Street Bridge, Early Stagecoach Road, 2018 Street Project, Grand Avenue extension, Bailey Drive, trails, the use of federal funds and regulations.

Delaware County Economic Development (DCED) Year End Report - Donna Boss, DCED Director

Donna Boss, DCED Director, provided the Council with handouts and reviewed with the Council the yearend report for Delaware County Economic Development.

Alley Vacation Request

Motion by Poynor, seconded by Behnken to set February 27, 2017 at 5:00pm as the date and time for a public hearing on the alley vacation. Motion carried, all ayes.

Request of Hughes Memorial Trust & The Watershed to lease the property at 300 & 308 River Street north of The Watershed

City Manager Vick informed the Council that Jeff and Diane Ogden, representing The Watershed, are seeking to lease 300 and 308 River Street from the City (adjacent and north of the Watershed). The parcels were former flood buyout lots and are not currently being used. They are proposing to use the lots for the Share the Harvest Program, as well as expanding their parking area for the business. They would maintain the lots.

The Council discussed how the land would be used, specifically if there would be camping allowed.

Motion by Poynor, seconded by Behnken to have the City Attorney draft a lease agreement with The Watershed for the lots at 300 and 308 River Street, and the agreement be for a three year term with the clarification that no camping is allowed. Motion carried, all ayes.

Fire Truck Replacement

Fire Chief Mike Ryan discussed with the Council the equipment replacement schedule for the Fire Department. The department is proposing the replacement of two fire trucks, at an estimated total cost of \$520,000. Chief Ryan reviewed the proposal to pay for the trucks which includes utilizing Fire Truck Reserve funds, Manchester Fire Fighters Association funds, and requesting \$125,000 from the City.

Motion by Behnken, seconded by Struble to approve the addition of the replacement of two fire trucks to the proposed budget. Motion carried, all ayes.

Aquatic Center Chlorinator Replacement

Parks and Recreation Director Foley reviewed the three bids received for replacement of the chlorination system at the aquatic center. Director Foley recommended the Council proceed with the purchase of the Pulsar brand chlorination system from Lonza.

Motion by Struble, seconded by Sherman to approve the purchase of the Pulsar brand chlorination system from Lonza at a cost of \$4,470. Motion carried, all ayes.

Mowing Contract Renewal

Mayor Kramer referred the Council to the memo from Parks and Recreation Director Doug Foley.

Director Foley informed the Council that Nick Simon, Simon's Lawn Care and Maintenance, has agreed to extend the current contract for an additional two years at the same cost.

Following discussion, motion by Sherman, seconded by Behnken to approve the renewal of the City's mowing contract with Simon's Lawn Care & Maintenance for an additional two years (expiration date of October 31, 2018). Motion carried, all ayes.

Ordinance 001-2017 An Ordinance Adopting the "Code of Ordinances of the City of Manchester, Iowa"

Motion by Poynor, seconded by Struble to approve the second consideration and adoption of Ordinance 001-2017 An Ordinance Adopting the "Code of Ordinances of the City of Manchester, Iowa." Motion carried, all ayes.

Construction Project Updates

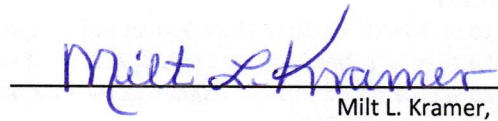
None.

Seth Peyton, East Buchanan student, asked what the City does with the old fire trucks when you replace them. Randy Rattenborg, Manchester Fire Department, responded that the trucks are either sold or traded in if the department no longer needs them.


Reports

None.

Motion by Behnken, seconded by Sherman to adjourn at 6:06pm. Motion carried, all ayes.


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 27, 2017

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

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

Consent Agenda

2.1 Approval of the minutes of the February 13, 2017 City Council Meeting

2.2 R-023-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the Manchester Police Department 2016 Annual Report
- 2016 Water Loss Report

2.4 Motion to set March 27, 2017 at 5:00pm as the date and time for a Public Hearing on the proposed annexation of 616 Quaker Mill Drive

2.5 Motion to set March 13, 2017 at 5:00pm as the date and time for a Public Hearing on the proposed vacation of the portion of the alley lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa

2.6 Motion to set March 13, 2017 at 5:00pm as the date and time for a Public Hearing on the proposed budget for Fiscal Year July 1, 2017-June 30, 2018

2.7 R-024-2017 Resolution Approving Property Tax Abatement Applications submitted by Property Owners in Recognized Urban Revitalization Areas and Authorizing the Transmittal of the Approved Applications to the Delaware County Assessor

2.8 R-025-2017 Resolution Waiving Right to Review Plat (Vontalge/Fink)

2.9 Approve payment of \$5,684.50 to Confluence for work completed on the Downtown Concept Plan & Park Development

2.10 Motion to accept the resignation of Andrea Schmidt from the Board of Adjustment and approve the appointment of Dixie Willman to fill the vacancy on the Board

2.11 Approve payment of \$6,009.25 to Fehr Graham for engineering services

2.12 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER, INC	TONER	74.95
ACCESS SYSTEMS LEASING	COPIER CONTRACT	321.93
AFLAC	PAYROLL WITHHOLDINGS	458.91
ALLIANT ENERGY	ELECTRICITY	18,795.62
AWWA REGION I (MARION)	REGION 1 OPERATORS MEETING	80.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	952.46
BARRON MOTOR, INC	VEHICLE MAINTENANCE	350.64
BECKER ELECTRIC	LIBRARY SIGN	2,195.00
BLACK HAWK AUTOMATIC SPRINKLER	BACKFLOW TEST	212.14
BLACK HILLS ENERGY	HEATING FUEL	5,454.16
BROWN SUPPLY COMPANY	EQUIPMENT	4,112.00
CENGAGE LEARNING, INC	LIBRARY MATERIALS	61.58
CITY LAUNDERING, INC	LIBRARY MAINTENANCE	95.52
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
CLIFFORD D BUNTING	EIRHA MILEAGE	47.62
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
COLOFF DIGITAL, INC	WEBSITE	179.00
CREDIT BUREAU SERVICES OF IA	CLIENT FEE	40.80
DEL CO SOLID WASTE COMMISSION	LANDFILL	930.90
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY SUPPLIES	409.49

DON & WALT, LLC	BUILDING MAINTENANCE	1,024.19
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,087.56
ELM USA,INC	MAINTENANCE	7.00
FAREWAY STORES, INC	SUPPLIES	28.48
GALLS	POLICE UNIFORM	62.03
GEORGEN AUTO	MAINTENANCE	389.90
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSERS WATER CONDITIONING	BULK SALT	12,582.00
HERITAGE PRINTING, INC	PRINTING	368.07
HITECH COMMUNICATIONS, LLC	ALARM INSPECTION	40.00
IA WORKFORCE DEVELOPMENT	UNEMPLOYMENT EXPENSE	3,830.87
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	49.81
IOWA DEPT OF REVENUE	SALES TAX	4,834.22
IPERS	PAYROLL WITHHOLDINGS	21,349.40
J & R SUPPLY, INC	REPAIR KITS	1,037.00
KARR, LLC	SUPPLIES	302.47
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	20,144.33
MANCHESTER AREA CHAMBER	MEETINGS	20.00
MANCHESTER FIRE FIGHTERS	REIMB EXPENSE	115.95
MARTIN EQUIP OF IA-IL	PARTS	188.88
MEDIAQUEST SIGN CO	MESSAGE BOARD	7,474.50
MIDWEST TAPE	LIBRARY MATERIALS	146.94
MUNICIPAL SUPPLY	METER SUPPLIES	2,048.48
NICC	EMT CLASS, MREP EXPENSE	1,857.80
ONEIDA SIGNS, LLC	NAMEPLATE	13.90
PALMER HARDWARE, INC	SUPPLIES	156.02
PAYROLL CHECKS		50,677.38
PETERS LAW OFFICE	HEARING	1,252.00
PITNEY BOWES	POSTAGE	159.00
PREMIER PARTS INC	SUPPLIES	938.92
QC SUPPLY	APRON & GLOVES	86.72
RADIO COMMUNICATIONS	REPAIR	690.28
RIVER CITY STONE	SCREENINGS/SAND	1,456.20
SCHUMACHER ELEVATOR	MAINTENANCE	157.97
SNO-GO, INC	SNO-GO	1,202.27
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	183.23
SONICWALL	MAINTENANCE	995.00
SUPREME GREEN	LIBRARY MAINTENANCE	122.55
TEAMSTERS LOCAL 238	UNION DUES	347.00
THREE RIVERS FS	FUEL	3,436.00
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,136.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	69.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VERIZON WIRELESS	MOBILE PHONE	520.65
WELLMARK	HEALTH INS	2,049.16
WOODWARD COMMUNICATIONS	LEGALS	184.59
TOTAL ACCOUNTS PAYABLE		202,416.61
	FUND TOTALS	
	GENERAL	112,329.78
	ROAD USE TAX	19,445.86
	EMPLOYEE BENEFIT	3,830.87
	HOUSING ACQ/DEMOLITION	177.18
	LIBRARY GIFT & TRUST	9,669.50

	WATER	35,623.62
	SEWER	21,339.80
	TOTAL	202,416.61

Delaware County Fair - Jeannie Domeyer, Fair Manager

Jeannie Domeyer, Fair Manager, provided the Council with a handout "Fair by the Numbers" and reviewed the impact the Delaware County Fairgrounds has on the community. Domeyer also informed the Council that 2018 will be 150th year for the fair in Manchester. The Fair Board is planning their celebration for 2018 and would like the City to consider sponsoring or hosting an event during the year.

Ordinance 001-2017 An Ordinance Adopting the "Code of Ordinances of the City of Manchester, Iowa"

Motion by Poynor, seconded by Stelken to approve the third consideration and final adoption of Ordinance 001-2017 An Ordinance Adopting the "Code of Ordinances of the City of Manchester, Iowa." Motion carried, all ayes.

FEMA Update

City Manager Vick informed the Council that the City's project worksheet for repairs to the segment of the Maquoketa River bank between drops #2 and #3 in the Whitewater Park has been approved and submitted for appropriation by FEMA and Iowa's Homeland Security. The project will include the placement of larger stones similar to what has been completed along the banks of the Whitewater Park and will help stabilize and reinforce the river bank. The Council discussed the project scope and the timeframe for the work.

Regional Planning Affiliation (RPA) Update

City Manager Vick informed the Council that working in cooperation with the Regional Planning Affiliation (RPA) 8, the City of Manchester was awarded a grant towards the purchase of 2 trail counters. The counters, and operating software, will cost a total of \$1,830. The City's share is \$546. The counters will be placed along segments of the City's trail system and allow the RPA and the City to measure trail usage and times. The Council discussed placement of the counters.

Construction Project Updates

Tyler Olson, Fehr Graham, updated the Council on projects occurring in the City.

Reports

City Manager Vick updated the Council on work flow management software the City was purchasing. Vick also informed the Council that he will be attending the Iowa Municipal Management Institute March 15-17, 2017.

Council Member Poynor informed the Council that the Delaware County Tourism Director has resigned, and also updated the Council on the new banners for the downtown streetlights.

Upcoming Meetings

- City Council Work Session regarding Downtown Flood Protection on March 6, 2017 at 5:00pm
- Good to Great Trip to Des Moines on March 8, 2017

Motion by Struble, seconded by Behnken that the meeting adjourn at 5:41pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Work Session
Monday, March 6, 2017

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

Roll call of members present: Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: Dean Sherman. Also present were several members of the public and news media.

The purpose of the meeting was to discuss downtown flooding concerns at the request of Dave and Cookie Cole, owners of 401 West Main Street. Those present were afforded the opportunity to speak regarding the flooding issues.

The Mayor and City Council thanked those present for their input, and stated they would continue to work to find solutions to the flooding issues.

The work session adjourned at 6:34pm.



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 13, 2017**

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Ron Struble, Connie Behnken (arrived at 5:02pm).
Absent: Dan Stelken.

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

Council Member Behnken arrived at 5:02pm.

Larry Schmidt presented the City with the memorial plaque he made for Seibert Hall. The Council thanked him for his work.

Consent Agenda

2.1 Approval of the minutes of the February 27, 2017 City Council Meeting

2.2 R-026-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the February 9, 2017 Library Board meeting
- the February 2017 Library Statistical Report
- the February 2017 Wastewater Monthly Reports
- the minutes of the March 6, 2017 Parks & Recreation Commission meeting

2.4 Liquor License Applications

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

2.5 Motion to set March 27, 2017 at 5:00pm as the date and time for a Public Hearing on the sale of a portion of an alley described as lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa

2.6 Franklin Street Brewing Company Outdoor Seating Request

2.7 R-027-2017 Resolution Amending Salary Resolution (Library)

2.8 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	458.91
AK SPORTS	E911 SUPPLIES	88.00
AMAZON	LIBRARY MATERIALS	206.94
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	974.76
BECKER ELECTRIC	AIRPORT MAINTENANCE	400.46
BECKER, KRIS	INSTRUCTOR FEES	127.80
BOOK FARM, INC	LIBRARY MATERIALS	1,062.72
BSN SPORTS, INC	REC SUPPLIES	245.46
CENGAGE LEARNING, INC	LIBRARY MATERIALS	61.58
CENTER POINT	LIBRARY MATERIALS	127.62
CINTAS CORPORATION	SUPPLIES	89.88
CITY LAUNDERING, INC	UNIFORM/BUILDING MAINT	897.17
CITY OF MANCHESTER	PAYROLL WITHHOLDINGS	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52

COLOFF DIGITAL, INC	WEBSITE	179.00
CONFLUENCE, INC	DOWNTOWN CONCEPT PLAN	5,684.50
CORKERY, KIMBERLY A	MEETING SUPPLIES	52.00
COUNTRY INN & SUITES	FIRE TRAINING	1,466.08
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	42.60
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY SUPPLIES	109.24
DON'S TRUCK SALES, INC	VEHICLE PARTS	405.34
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	163.87
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	20,108.43
ELM USA, INC	SUPPLIES	7.00
FASTENAL COMPANY, INC	PARTS	210.84
FEHR GRAHAM	ENGINEERING FEES	6,009.25
GIS WORKSHOP	SIMPLE SIGNS ANNUAL MAINT	300.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSERS WATER CONDITIONING	WATER SUPPLIES	20.00
HITECH COMMUNICATIONS, LLC	ALARM TEST	225.00
IA CODIFICATION, INC	CODIFICATION	8,500.00
IA DEPT OF PUBLIC HEALTH	REGISTRATION	140.00
IA PUBLIC AIRPORTS ASSOC	ANNUAL DUES	75.00
IMFOA	ANNUAL DUES	50.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	160.78
J'S AUTO, INC	MAINTENANCE	17.98
JANICE LANGEL	DISPATCH UNIFORMS	77.00
JOHN DEERE FINANCIAL	SUPPLIES	181.80
KARR, LLC	OFFICE SUPPLIES	351.98
KMCH	ANNOUNCEMENTS	250.00
KRAMER, MILT L	MILEAGE REIMB	47.08
LAHR REPAIR, INC	VEHICLE REPAIRS	1,923.59
MELISSA LOUGHREN	VOLLEYBALL SUPERVISOR	210.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,499.81
MANCHESTER SIGNS	BANNERS	1,518.00
MARLA'S SCREEN PRINTS & MORE	DODGEBALL SHIRTS	220.16
MEDIACOM	PHONE & INTERNET	372.54
MEDICAL ASSOCIATES CLINIC	FD EXAM	71.00
MIDWEST PATCH/HI-VIZ SAFETY	HIGH PERF PATCH	716.80
MIDWEST TAPE	LIBRARY MATERIALS	324.92
MIDWEST WHEEL COMPANIES	REPAIRS	41.40
MORTON SALT, INC	STREET SALT	12,725.75
PREMIER PARTS INC	PARTS & SUPPLIES	93.21
NICC	MREP PHONE & INTERNET	1,258.80
THE NORTHWAY CORPORATION	PUMP REPAIR: INS REIMB	9,549.40
NRPA	REGISTRATION	165.00
ON-SITE INFORMATION DESTR	SHREDDING SERVICES	45.00
PALMER HARDWARE, INC	SUPPLIES	1,158.16
PETERS LAW OFFICE	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE	253.33
POSTMASTER	UTILITY BILLING POSTAGE	548.03
PRICE INDUSTRIAL ELECTRIC	SIGNAL REPAIRS	508.60
REGIONAL FAMILY HEALTH	EMPLOYMENT PHYSICAL	100.00
RELiance STANDARD LIFE INS	INSURANCE	426.15
SHAW'S CUSTOM UPHOLSTERY	VEHICLE REPAIRS	200.00

SMOKE-EATER PUBLICATIONS	SUBSCRIPTION	20.00
SOLUTIONS MANAGEMENT GROUP	EQUIPMENT MAINT AGREEMENT	191.66
STATE HYGIENIC LABORATORY	LAB TESTS	289.50
SUNSHINE BOY	BUILDING MAINTENANCE	44.00
SUPREME GREEN,INC	SNOW REMOVAL	1,470.00
TAUKE, MATT	REIMB SUPPLIES	131.70
TRANS-IOWA EQUIPMENT INC	SEALS	88.71
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,298.00
UNITY POINT CLINIC	DRUG TEST	74.00
US CELLULAR	MOBILE PHONE	229.19
VAN METER & ASSOCIATES	BATTERIES	40.67
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VICK, TIMOTHY J	MILEAGE REIMB	47.08
VISION SERVICE PLAN	INSURANCE	570.96
WELLMARK	INSURANCE	25,980.71
WINDSTREAM	TELEPHONE	1,047.88
PAYROLL CHECKS		51,674.45
DEPOSIT REFUNDS ON 3/01/2017		690.66
TOTAL ACCOUNTS PAYABLE		173,065.06
	FUND TOTALS	
	GENERAL	80,680.02
	HOTEL MOTEL TAX	1,518.00
	ROAD USE TAX	27,010.85
	EMPLOYEE BENEFITS	22,011.33
	POLICE SPECIAL USES	46.66
	LIBRARY GIFT & TRUST	59.52
	WHITEWATER PARK PROJECT	5,684.50
	STREET PROJECTS	6,041.36
	WATER	20,347.16
	UTILITY DEPOSIT TRUST	690.66
	SEWER	8,975.00
	TOTAL	173,065.06

Public Hearing on the proposed vacation of the portion of the alley lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa

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

The Council reviewed the request. There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:09pm.

Motion by Poynor, seconded by Struble to proceed with the first consideration and adoption of Ordinance 002-2017 An Ordinance Vacating a Portion of an Alley described as lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa. Motion carried, all ayes.

Public Hearing on the proposed budget for Fiscal Year July 1, 2017- June 30, 2018

Mayor Kramer reviewed the budget process with the Council and the preparation that took place in the formulating the budget for Fiscal Year 2018.

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

City Manager Vick explained the development of the budget, noting that the proposed budget includes a small increase of \$0.02 per thousand.

The Council discussed the per capita cost breakdown, the \$8.10 general fund limit, and the backfill.

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

Motion by Sherman, seconded by Struble to approve R-028-2017 Resolution Adopting the Budget for Fiscal Year July 1, 2017 - June 30, 2018. Motion carried, all ayes.

Annual Audit Request for Proposals

City Manager Vick referred the Council to the letter from Ridihalgh, Fuelling, Snitker, Weber & Company (RFSW), informing the City that they will no longer be conducting municipal audits. The City's contract with RFSW was set to expire next fiscal year. The City Clerk will send out Requests for Proposals to auditing firms to conduct the Fiscal Year 2017, 2018, and 2019 audits.

Construction Project Updates

Tyler Olson, Fehr Graham, updated the Council on the 2017 Street Project.

Reports

City Manager Vick informed the Council that he would be attending the Iowa Municipal Management Institute in Iowa City this week.

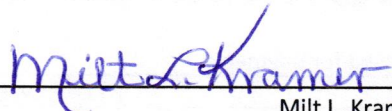
Council Member Sherman informed the Council that Delaware County Economic Development Commission would be meeting on March 17, 2017.

Council Member Poynor informed the Council that the banners on the downtown streetlights would be changed on March 19, 2017.

Upcoming Meetings

- Committee of the Whole on Thursday, March 23, 2017 at 5:00pm

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:26pm. Motion carried, all ayes.



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 27, 2017

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

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

Absent: none.

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

Consent Agenda

2.1 Approval of the minutes of the March 13, 2017 City Council Meeting

2.2 R-029-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the March 21, 2017 Forestry Committee meeting
- the minutes of the March 22, 2017 Planning & Zoning Commission meeting

2.4 R-030-2017 Resolution Amending Salary Resolution (Police)

2.5 R-031-2017 Resolution Approving Sludge Hauling Contract

2.6 Downtown Incentive Program Applications

- Awning Grant Application in the amount of \$500 for Lauryn's Keepsakes at 105 South Franklin Street
- Facade Grant Application in the amount of \$7,500 for Lauryn's Keepsakes at 105 South Franklin Street
- Low Interest Loan Program Application for Lauryn's Keepsakes at 105 South Franklin Street
- Awning Grant Application in the amount of \$1,245 for John Georgen at 216 West Marion Street
- Facade Grant Application in the amount of \$11,250 for John Georgen at 216 West Marion Street
- Commercial Rehab Grant Application in the amount of \$7,500 for John Georgen at 216 West Marion Street
- Downtown Parking Grant Application in the amount of \$10,000 for John Georgen at 216 West Marion Street

2.7 Approve payment of claims totaling \$8,007.50 to Fehr Graham

2.8 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. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCESS SYSTEMS LEASING	LEASE	321.93
AFLAC	PAYROLL WITHHOLDINGS	458.91
AK SPORTS	SUPPLIES	29.00
ALLIANT ENERGY	ELECTRICITY	17,675.59
ANDY SEABROOKE	BB REFEREE	20.00
BLACK HILLS ENERGY	HEATING FUEL	4,474.22
BRIES, WILLIAM	BB REFEREE	20.00
BROWN SUPPLY COMPANY	2017 STREET PROJECT	37,885.00
CLIFFORD D BUNTING	REIMB MILEAGE/EIRHA	47.08
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
ERIC CONNER	BB REFEREE	40.00
CREATIVE PRODUCT SOURCING	CERTIFICATES	70.50
DEL CO SOLID WASTE COMMISSION	LANDFILL	937.30
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT, LLC	MAINTENANCE	944.71
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,136.72
ERIN LEARN PETTY CASH	REIMB PETTY CASH	89.74

FAREWAY STORES, INC	WWTP SUPPLIES	21.36
FASTENAL COMPANY, INC	PARTS	24.34
FOLEY, DOUG	MILEAGE	69.55
GEORGEN AUTO	PD SUPPLIES	53.07
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARLAND TECHNOLOGY SERVICE	MAINTENANCE	1,547.30
HAUSCHILD, JAMES R	MILEAGE	173.34
HAWKINS, INC.	CHEMICALS	421.10
HITECH COMMUNICATIONS, LLC	BATTERY SUPPLIES	191.04
IDALS	DREES CERTIFICATION	15.00
IPERS	PAYROLL WITHHOLDINGS	22,129.52
KLEINSCHRODT, MARY	REIMB FLOOD LIGHTS	28.98
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	20,266.85
KRAMER, MILT L	REIMB MILEAGE	47.08
MANCHESTER SIGNS	SIGNAGE	957.00
MIDWEST PATCH/HI-VIZ SAFETY	SUPPLIES	97.50
NORSOLV, INC	CHEMICALS	134.95
OGDEN, BENJAMIN R	BB REFEREE	20.00
PITNEY BOWES	LEASE	201.72
POWER SERVICES	MAINTENANCE	426.00
BEN PUTZ	BB REFEREE	20.00
RADIO COMMUNICATIONS	TECH SERVICE	269.91
REGIONAL MEDICAL CENTER	DRUG TEST	55.00
SMALL ANIMAL CLINIC	WORMER	34.00
STEGER, JOSHUA	BB REFEREE	60.00
STELKEN, DANIEL	MILEAGE REIMB	38.52
SUPREME GREEN, INC	SNOW REMOVAL	560.00
T & W GRINDING	COMPOSTING	8,250.00
TEAMSTERS LOCAL 238	UNION DUES	347.00
THOMPSON SHOES	WADERS	165.00
THREE RIVERS FS	FUEL	2,668.68
TREASURER STATE OF IOWA	STATE TAX	3,138.00
VAN METER INC	BATTERIES	40.67
VANTAGE TRANSFER AGENTS	ICMARC	758.08
VICK, TIMOTHY J	IMMI	287.25
WALMART COMMUNITY	SUPPLIES	188.85
DUANE F CONRAD	STUMP REMOVAL	5,755.50
WELLMARK	HEALTH INS	2,195.53
PAYROLL CHECKS		51,836.07
DEPOSIT REFUNDS ON 3/24/2017		46.09
TOTAL ACCOUNTS PAYABLE		207,752.64
	FUND TOTALS	
	GENERAL	122,396.64
	HOTEL MOTEL TAX	957.00
	ROAD USE TAX	15,987.41
	POLICE SPECIAL USES	70.50
	HOUSING ACQ/DEMOLITION	88.13
	WATER	51,254.70
	SEWER	16,998.26
	TOTAL	207,752.64

Audit Presentation for Fiscal Year ending June 30, 2016 - Jeremy Lockard, RFSW & Co., P.C.

Jeremy Lockard, Ridihalgh, Fuelling, Snitker, Weber & Co., P.C., provided the Council with the audit report for the fiscal year ended June 30, 2016. 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.

Motion by Behnken, seconded by Struble to acknowledge receipt of the audit for the fiscal year ended June 30, 2016. Motion carried, all ayes.

REAP Grant Application for Riverfront Improvements

City Manager Vick informed the Council that he requested a proposal from ECIA to prepare a Resource Enhancement and Protection (REAP) Grant Application for Phase I Riverfront Improvements. The City of Manchester is eligible to apply for a \$100,000 REAP Grant. The City was successful with the REAP Application that ECIA prepared in 2014 for the Whitewater Park Project.

Motion by Stelken, seconded by Poynor Motion to approve agreement with ECIA for preparation of a Resource Enhancement and Protection (REAP) Grant Application for riverfront improvements at a cost not to exceed \$3,000. Motion carried, all ayes.

Ordinance 002-2017 An Ordinance Vacating a Portion of an Alley described as lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa

Motion by Behnken, seconded by Struble to waive the second consideration and move to the third consideration and final adoption of Ordinance 002-2017 An Ordinance Vacating a Portion of an Alley described as lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa. Motion carried, all ayes.

Motion by Stelken, seconded by Poynor to approve the third consideration and final adoption of Ordinance 002-2017 An Ordinance Vacating a Portion of an Alley described as lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa. Motion carried, all ayes.

Employee Handbook Update

City Manager Vick informed the Council that he had obtained a proposal from Lynch-Dallas Law Firm to update the City's Employee Handbook, noting that it has been over ten years since the employee handbook had gone through a complete revision.

Motion by Behnken, seconded by Sherman to approve contracting with Lynch-Dallas Law Firm to update the City of Manchester's employee handbook at a cost not to exceed \$3,500. Motion carried, all ayes.

Public Hearing on the sale of a portion of an alley described as lying between Lots 1, 2, 3, 7, 8, 9 of Block 3, Shelden and Harris Addition to Manchester, Iowa

Mayor Kramer opened the Public Hearing at 5:33pm.

Mayor Kramer reviewed proposed sale with the Council.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:35pm.

Motion by Stelken, seconded by Struble to adopt R-032-2017 Resolution Directing the Disposition of an interest in Real Property Following the Public Hearing. Motion carried, all ayes.

Public Hearing on the Application for Voluntary Annexation (Eugene Osterhaus)

Mayor Kramer opened the Public Hearing at 5:36pm.

City Manager Vick explained that the voluntary annexation of the property at 616 Quaker Mill Drive, owned by Eugene Osterhaus, was the result of the failure of the septic system at his property and his connection on to the City's sanitary sewer system.

There being comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:38pm.

Motion by Sherman, seconded by Behnken to adopt R-033-2017 Resolution Approving Application for Voluntary Annexation and Annexing Certain Real Property to the City of Manchester, Iowa. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Attorney Peters advised that he was reviewing the City's insurance policy to ensure the City has adequate coverage.

City Manager Vick informed the Council that CN Railroad will have an agreement for the next Council meeting to upgrade the Bailey Drive crossing. City Manager Vick also updated the Council on the street sweeper replacement and the implementation of the Mobile 311 software.

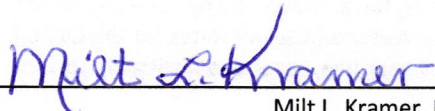
City Clerk Learn informed the Council that the City Code is now available online in a searchable format.

Council Member Sherman discussed flood protection in the downtown with the Council. Sherman commented that he would like to see the City work with property owners to develop a plan for when the area floods. Sherman also commented on the proposed dog park and the amount of community involvement in the project.


Council Member Behnken commented on a report she saw on the news regarding funding the City of Dubuque had received to address flooding.

Council Member Stelken informed the Council that the Chamber of Commerce will be holding an electronics and metals pick-up day on April 29 at the Fairgrounds.

Motion by Sherman, seconded by Struble that the meeting adjourn at 6:05pm. Motion carried, all ayes.


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 10, 2017

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

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

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

Consent Agenda

2.1 Approval of the minutes of the March 27, 2017 City Council Meeting

2.2 R-034-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- March 2017 Wastewater Reports
- the minutes of the March 9, 2017 Library Board meeting
- the March 2017 Library Statistical Report

2.4 Liquor License Applications

- New On Premise Application for Class C Liquor License with Sunday Sales for The Gathering Place, located at 1711 North 2nd Street (former Main Street Market location)

2.5 R-035-2017 Resolution Amending Salary Resolution

2.6 R-036-2017 Resolution Approving Water and Sewer Rates for the City of Manchester, Iowa **REMOVED FROM THE AGENDA**

2.7 Approval of the bid from John Keppler for the removal of 23 trees at a cost of \$5,300.00

2.8 R-037-2017 Resolution Approving Lease Agreement (The Watershed)

2.9 R-038-2017 Resolution Setting the Date for Public Hearings on Proposals to enter into General Obligation Loan Agreements and to Borrow Money Thereunder

2.10 Approval of Pay Estimate #1 in the amount of \$210,990.79 to Top Grade Excavating for the 2017 Street Improvement Project

2.11 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. The Council noted that outside water rates had not been included with R-036-2017 Resolution Approving Water and Sewer Rates for the City of Manchester, Iowa. Motion by Behnken, seconded by Poynor to remove Consent Agenda #2.6 R-036-2017 Resolution Approving Water and Sewer Rates for the City of Manchester, Iowa to allow for correction. Motion carried, all ayes. Motion by Sherman, seconded by Struble to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	29.95
AFLAC	PAYROLL WITHHOLDINGS	458.91
ALLIANT ENERGY	ELECTRICITY	1,585.95
AMAZON	LIB SUPPLIES	90.48
AUDITOR OF STATE OF IOWA	AUDIT FILING FEE	425.00
AUL	RETIREE SICK LEAVE HRA	12,346.37
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,373.68
BARRON MOTOR	VEHICLE MAINT	26.34
BECKER, KRIS	INSTRUCTOR FEES	151.20
BIBLIONIX	ANNUAL FEE	3,030.00
BOUBIN	FLAT REPAIR	33.22
BSN SPORTS	REC SUPPLIES	65.09
CENGAGE LEARNING	LIB MATERIALS	723.16
CENTER POINT	LIB MATERIALS	255.24
CINTAS CORPORATION	FIRST AID SUPPLIES	49.38

CITY LAUNDERING	RESTROOM SUPPLIES	372.78
CITY OF MANCHESTER	COMPLEX WATER/SEWER	1,637.25
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
ELLEN CLAR	SEIBERT REFUND	75.00
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
COLOFF DIGITAL	WEBSITE MAINT	179.00
CORKERY, CATHY	SUPPLIES	112.90
CORKERY, KIMBERLY A	RETIREMENT CAKE	84.00
CREDIT BUREAU SERVICES OF IA	SERVICE FEES	88.34
DEL CO EXTENSION	CONTINUING ED	35.00
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	50.40
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	LIB REPAIRS	62.24
DYERSVILLE COMMERCIAL	PARK ADS	481.38
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	22,464.87
ELM USA	MAINTENANCE	12.50
ERIN LEARN PETTY CASH	PETTY CASH	75.66
FANGMANN, LINDA	CPR RECERTIFICATION	308.00
FAREWAY STORES	MEETING SUPPLIES	22.94
FASTENAL COMPANY	SUPPLIES	90.52
FOLEY, DOUG	REIMB MILEAGE	51.36
GALLS	SUPPLIES	64.95
GEORGEN AUTO	MAINTENANCE	134.58
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARLAND TECHNOLOGY SERVICES	SERVICE CALLS	500.00
HENDERSON PRODUCTS	PARTS	156.50
IA DIV OF LABOR SERVICES	BOILER INSPECTIONS	200.00
JOHN DEERE FINANCIAL	SUPPLIES	142.65
KARR	LIB SUPPLIES	351.76
KOCH BROTHERS	MAINTENANCE	108.32
LAHR REPAIR	VEHICLE MAINT SUPPLIES	72.03
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	900.00
MANCHESTER MOTOR SUPPLY	AIR COMPRESSOR	63.60
MANCHESTER PRESS	PUBLICATION EXPENSE	200.42
MARTIN EQUIP OF IA-IL	CUTTING EDGE	284.65
MEDIACOM	PHONE & INTERNET	362.54
MID-STATES ORGANIZED CRIME	MEMBERSHIP	100.00
MIDWEST TAPE	LIB MATERIALS	531.64
MODERN MARKETING	SUPPLIES	89.69
ONEIDA SIGNS	SEIBERT HALL PLAQUE	34.30
PALMER HARDWARE	SUPPLIES	1,299.15
POSTMASTER	BILLING POSTAGE	545.00
RELIANCE STANDARD LIFE INS	LIFE INSURANCE	415.15
SCHUMACHER ELEVATOR	MAINTENANCE	157.97
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	191.66
STATE LIBRARY OF IOWA	CONFERENCE	98.00
TASER INTERNATIONAL	CARTRIDGES	397.26
TREASURER STATE OF IOWA	STATE TAX	3,526.00
TRUMBLEE, DAVID	REIMB FUEL	23.85
UPS	SHIPPING	197.36
USA BLUE BOOK	LAB SUPPLIES	749.18
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08

VERIZON WIRELESS	MOBILE DATA	520.23
VICK, TIMOTHY J	REIMB CONFERENCE	228.98
VISION SERVICE PLAN	INSURANCE	585.76
WATERLOO/C.F. COURIER	SUBSCRIPTION	440.63
WELLMARK	INSURANCE	26,998.38
WERTJES UNIFORMS	UNIFORM/TRUMBLEE	280.86
WINDSTREAM	PHONE & INTERNET	973.90
WORLD BOOK DIRECT MKTG	BOOK	50.40
PAYROLL CHECKS		61,565.18
TOTAL		153,210.81
	FUND TOTALS	
	GENERAL	82,816.29
	ROAD USE TAX	10,921.87
	EMPLOYEE BENEFIT	35,450.63
	LIBRARY GIFT & TRUST	252.02
	WATER	12,428.57
	SEWER	11,341.43
	TOTAL	153,210.81

Fire Tanker Purchase

Fire Chief Mike Ryan updated the Council on the progress made on the purchase of two fire trucks. Chief Ryan reviewed the budget for the tanker and rescue truck with the Council, noting that the Fire Department was ready to proceed with the tanker purchase. The department is still finalizing details on the rescue truck. Chief Ryan asked the Council for permission to proceed with the purchase of the fire tanker.

Following discussion, motion by Poynor, seconded by Stelken to approve the purchase of a Pierce FXP Tanker truck from Pierce Manufacturing at an estimated cost of \$239,540.00. Motion carried, all ayes.

Cooperative At-Grade Crossing Surface Repair Project Unit Cost Agreement with CCP Railroad Company

Motion by Struble, seconded by Stelken to adopt R-039-2017 Resolution Approving Cooperative At-Grade Crossing Surface Repair Project Unit Cost Agreement with CCP Railroad Company. Motion carried, all ayes.

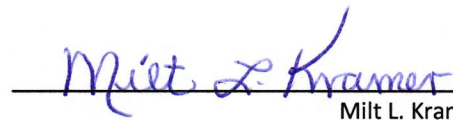
Construction Project Updates

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

Reports

Council Member Poynor updated the Council on the hiring for the Delaware County Tourism Director position.

Motion by Behnken, seconded by Stelken that the meeting adjourn at 5:37pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
April 20, 2017

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

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

Also present: Jim Hauschild, Perry Peterson, Doug Foley, Tim Heims, Jason Haight, Chad Wulfekuhle, Mike Ryan, Jason Wenger, Ryan Wicks.

Items discussed at the committee meeting were: City Hall Renovation, Water and Sewer Rates, 2017 Street Project, Weapons Policy Review, IDOT Sign Replacement Grant, Street Sweeper Replacement, Disposal of City Equipment, and Part Time Dispatch Position.

Department reports and engineering updates were given.

The meeting adjourned at 5:30pm.


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 24, 2017

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

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

Jessica Pape, Manchester Area Chamber of Commerce Director, presented the Council with information on National Small Business Week. Mayor Kramer proclaimed April 30, 2017 through May 6, 2017 National Small Business Week.

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

Consent Agenda

2.1 Approval of the minutes of the April 10, 2017 City Council meeting

2.2 Acknowledge Receipt of City Reports & Minutes

- the March 2017 IDNR Water Reports
- the March 2017 Wastewater Activity Report
- the minutes of the April 19, 2017 Planning & Zoning Commission meeting

2.3 R-040-2017 Resolution Approving Bills

2.4 R-041-2017 Resolution Amending Salary Resolution (Police)

2.5 Approve request of the Manchester Area Chamber of Commerce to close South Franklin Street from Main Street to East Delaware Street from 7:00am - 10:00pm on June 3, 2017 for the Rhubarb on the River event

2.6 Approve the request of the Delaware County Fair to have a fireworks display on Sunday, May 28, 2017 following their Hairball event

2.7 Approve the request of the Delaware County Fair to have fireworks displays on July 10, 13, and 14, 2017 during the annual County Fair

2.8 Approval of street & parking lot closures for Country Cruisers Car Club events on August 11 & 12, 2017

2.9 Approve payment of claims totaling \$10,412.00 to Fehr Graham for engineering services

2.10 Motion to set May 22, 2017 at 5:00pm as the date and time for a Public Hearing on the proposed vacation of a portion of the alley lying between West Main Street and West Butler Street, and River Street and North Franklin Street

2.11 R-042-2017 Resolution for Disposal of Equipment

2.13 R-044-2017 Resolution Approving (Whitewater Park Subdivision)

2.14 R-048-2017 Resolution Authorizing Participation in the IDOT Sign Replacement Program for Cities

2.15 Approval of the Consent Agenda

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

Motion by Stelken, seconded by Behnken to remove R-043-2017 Resolution Approving Final Plat (Good Neighbor Subdivision) from the Consent Agenda to be considered separately. Motion carried, all ayes.

Following discussion, motion by Poynor, seconded by Sherman to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	340.56
AFLAC	AFLAC-NONTAX	445.35
ALL INCLUSIVE REC	DOGIPOT SUPPLIES	366.25
ALLIANT ENERGY	ELECTRICITY	18,776.19
ANDERSON WELDING&MACHINE	REPAIR	282.54
NICHOLAS ANDREGG	SUPPLIES	50.00
BECKER ELECTRIC	REPAIR	557.00
BREHME DRUG INC	DOWNTOWN INCENTIVE PROGRAM	2,465.57
CENGAGE LEARNING,INC	LIB MATERIALS	123.16
CITY OF MANCHESTER-FLEX	MED FLEX	3,013.26
COLLECTION SERV CENTER	CHLD SUPP BI-WK	292.52

CORKERY, KATHY	REIMB SUPPLIES	112.90
CREDIT BUREAU SERVICES OF IA	COLLECTION	141.07
DATA TECHNOLOGIES, INC	SPRING USER MEETING	95.00
DEL CO AUDITOR	BEACON GIS QUARTERLY	3,000.00
DEL CO PLUMBING, LLC	SINK	271.04
DEL CO RECREATION CENTER	RENTAL	300.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	937.30
DELAWARE INVESTMENTS	SAVINGS PLAN	1,125.00
DOLAN INS AGENCY	GENERAL INSURANCE RENEWAL	120,420.00
DON & WALT, LLC	REPAIR	79.55
DUDE SOLUTIONS INC	MOBILE 311 SOFTWARE	2,415.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	18,519.79
FASTENAL COMPANY, INC	SUPPLIES	10.19
FEHR GRAHAM	ENGINEERING	8,007.50
FELD FIRE	PUMP	3,980.00
THE FISH SHACK	MAINTENANCE	75.00
FOOD & CONSUMER SAFETY BUREAU	SPORTS COMPLEX CONCESSION LIC	67.50
GRUNDY NATIONAL BANK	XMAS CLUB	485.00
HAUSERS WATER CONDITIONING,INC	SUPPLIES	149.00
HAWKINS, INC.	CHEMICALS	337.50
HENDERSON PRODUCTS, INC	MAINTENANCE	4,271.00
HERITAGE PRINTING, INC	LEISURE GUIDE	1,271.22
HEYER, KATHRYN	READING PROGRAM	95.00
IA DEPT OF AG & LAND STEW	APPLICATOR CERTIFICATION	24.00
IA DEPT OF TRANSPORTATION	SUPPLIES	1,308.52
IDALS	APPLICATOR CERTIFICATION	15.00
IMFOA	ANNUAL DUES	50.00
INGRAM LIBRARY SERVICES,	LIB MATERIALS	154.21
INNOVATIVE RESCUE SOLUTIONS	SUPPLIES	298.33
IPERS	IPERS	43,456.63
ISU	FD TRAINING	495.00
KARR, LLC	SUPPLIES	79.46
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	20,277.06
KMCH	MESSAGES	100.00
KORY'S CUSTOM TILLING	GARDEN TILLING	100.00
KRAMER, MILT L	MILEAGE REIMB	83.46
MANCHESTER FIRE FIGHTERS	REIMB SUPPLIES	38.76
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	170.00
MCGREAL, AMANDA	READING PROGRAM	150.00
MES - MIDAM	FD SUPPLIES	191.17
MIDWEST PATCH/HI-VIZ SAFETY	SUPPLIES	607.82
MOBOTREX,INC	PARTS	90.00
PREMIER PARTS INC	PARTS	19.70
PIERCE MANUFACTURING INC	FIRE TANKER	215,988.00
QUILL	PD SUPPLIES	49.89
RADIO COMMUNICATIONS,INC	TECH SERVICE	221.75
SCHMIDT, LARRY J	SUPPLIES	120.00
SCHOLASTIC INC.	LIB MATERIALS	1,085.00
STATE HYGIENIC LABORATORY	LAB TESTS	192.00
SUNSHINE BOY WINDOW CLEANING	FD MAINTENANCE	110.00
TAUKE, MATT	SUPPLIES	35.31
TEAMSTERS LOCAL 238	UNION DUES	347.00
TENNIS SERVICES OF IOWA	P&R CLEANERS	799.00
THREE RIVERS FS	FUEL	3,892.78

TOP GRADE EXCAVATING	PAY ESTIMATE #1: 2017 STREETS	210,990.79
TREASURER STATE OF IOWA	STATE TAX	3,070.00
TRUMBLEE, DAVID	SUPPLIES	298.13
UEMSI/HTV	REPAIR	32.52
UPS	SHIPPING	6.37
USA BLUE BOOK	PARTS & SUPPLIES	706.43
VANTAGE TRANSFER AGENTS	ICMARC	758.08
VERIZON WIRELESS	MOBILE DATA	280.37
VICK, TIMOTHY J	MILEAGE REIMB	79.72
DUANE F CONRAD	TREE STUMP REMOVAL	187.50
WELCHER, LORETTA	REIMB SUPPLIES	100.32
WELLMARK	HEALTH INS	5,257.25
WIDNER DRUG	WORK COMP CLAIM	140.32
WINDSTREAM	PHONE & INTERNET	133.82
X-L SPECIALIZED TRAILERS	FRANCHISE FEE REBATE	3,854.89
PAYROLL CHECKS		48,851.80
UB REFUND CHECKS		256.81
TOTAL ACCOUNTS PAYABLE		758,432.93
	FUND TOTALS	
	GENERAL	203,356.59
	FRANCHISE FEES	3,854.89
	FIRE TRUCK RESERVE	215,988.00
	ROAD USE TAX	25,097.59
	POLICE SPECIAL USES	96.66
	HOUSING ACQ/DEMOLITION	96.69
	TIRRILL TRUST	509.47
	LIBRARY GIFT & TRUST	245.00
	DOWNTOWN INCENTIVE	2,522.19
	STREET PROJECTS	221,423.29
	WATER	35,014.12
	UTILITY DEPOSIT TRUST	256.81
	SEWER	49,971.63
	TOTAL	758,432.93

Good Neighbor Subdivision

Motion by Struble, seconded by Stelken to adopt R-043-2017 Resolution Approving Final Plat (Good Neighbor Subdivision) contingent upon receipt of the Attorney's Opinion. Motion carried, all ayes.

Part Time Dispatch Position

Police Chief Jim Hauschild requested the Council to authorize part-time and regular part-time dispatched positions to be permissible positions for reemployment following voluntary early retirement. The amount of training required for these positions makes it very desirable to allow a retiree to return to the part-time position.

Motion by Stelken, seconded by Struble to approve the part time dispatcher position as a permissible position for re-employment after voluntary early retirement. Motion carried, all ayes.

Motion by Behnken, seconded by Poynor to adopt R-045-2017 Resolution Amending Salary Resolution (Dispatch). Motion carried, all ayes.

Riverfront Phase 1 Project

Motion by Struble, seconded by Behnken to adopt R-046-2017 Resolution Approving Agreement for Professional Services with Fehr Graham for the Riverfront Phase 1 Project. Motion carried, all ayes.

Airport State Funding Application

City Manager Vick informed the Council that the application was for grant funds to assist in the replacement of the fuel system at the airport.

Motion by Sherman, seconded by Poynor to adopt R-047-2017 Resolution Authorizing Submission of Application for GAVI (Airport State Funding Application). Motion carried, all ayes.

Street Sweeper

Mayor Kramer reviewed the three bids received with the Council, noting that City Staff was recommending the bid of \$223,169 from Trans Iowa Equipment for an Elgin Street Sweeper.

Motion by Sherman, seconded by Behnken to adopt R-049-2017 Resolution Approving Purchase of Street Sweeper. Motion carried, all ayes.

Sidewalk Bids

City Manager Vick informed the Council that four bids had been received, and that Cornerstone Concrete Construction had submitted the low bid of \$3.35 per square foot.

Motion by Poynor, seconded by Struble to accept the bid of \$3.35 per square foot from Cornerstone Concrete Construction for the replacement of sidewalk at Tirrill Park and on the bikeway/walkway along Stiles and Acers Street. Motion carried, all ayes.

2018 Street Improvement Project

City Manager Vick informed the Council that the City would be working with The Burrington Group on the 2018 Street Project which is along New Street.

Motion by Stelken, seconded by Behnken to adopt R-050-2017 Resolution Approving Engineering Agreement (2018 Street Improvement Project). Motion carried, all ayes.

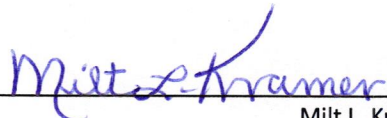
Construction Project Updates

Tyler Olson, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that the draft copy of the employee handbook was ready for review.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:42pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Manchester City Council Committee of the Whole Meeting
May 4, 2017

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

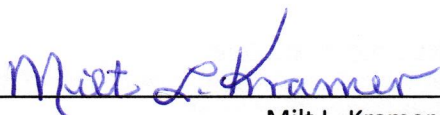
Council Members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble.
Absent: None.

Also present: Jim Hauschild, Perry Peterson, Doug Foley, Chad Wulfekuhle, Mike Ryan, Jason Haight,
Jason Wenger, Ryan Wicks, Tyler Olsen, Jason Vorwald.

Items discussed at the committee meeting were: 2017 Street Project, Downtown Flooding, Maquoketa
River Water Trail Designation, Good to Great Public Art, Hotel Proforma Request, Motorcycle Trials at
Whitewater Park, Employee Handbook Update, and Water and Sewer Rates.

Department reports and engineering updates were given.

The meeting adjourned at 5:41pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Agenda for the Regular Meeting of the City Council of the City of Manchester
Monday, May 8, 2017

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

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

Mayor Kramer noted that the committee appointments for the EIRHA under Item 2.8 needed to be done by resolution, and it would Resolution R-058-2017. Motion by Sherman, seconded by Behnken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the April 24, 2017 City Council meeting

2.2 Acknowledge Receipt of City Reports & Minutes

- the minutes of the May 1, 2017 Parks & Recreation Commission meeting
- the minutes of the April 13, 2017 Library Board meeting
- the April 2017 Statistical Report for the Library

2.3 R-051-2017 Resolution Approving Bills

2.4 Liquor License Applications

- New On Premise Application for Class C Liquor License with Outdoor Service Area and Sunday Sales for Lightning Lanes Family Center
- Renewal Off Premise Application for Class B Native Wine Permit with Outdoor Service and Sunday Sales for Widner Drug & Gift
- New On Premise 5 Day Class B Beer Permit with Outdoor Service Area for the Manchester Area Chamber of Commerce for their Rhubarb on the River event on June 3, 2017

2.5 Commercial Incentive Program Applications

- Parking Grant in the amount of \$7,500 for Dan & Chris McDowell (Main Street Repair) at 1213 East Main Street
- Acquisition Assistance Grant in the amount of \$3,950 for Gregory Rogers (Lightning Lanes) at 1110 East Main Street
- Facade Grant in the amount of \$7,500 for Gregory Rogers (Lightning Lanes) at 1110 East Main Street

2.6 Commercial Incentive Program Grant Payments

- Awning Grant in the amount of \$500.00 for Lauryn's Keepsakes at 105 South Franklin Street
- Facade Grant in the amount of \$5,540.92 for Lauryn's Keepsakes at 105 South Franklin Street
- Acquisition Assistance Grant in the amount of \$2,966.00 for Aunt Emmy's at 114 North Franklin Street
- Awning Grant in the amount of \$500.00 for Aunt Emmy's at 114 North Franklin Street

2.7 R-052-2017 Resolution Amending Salary Resolution (Seasonal)

2.8 Committee Appointments

Motion to approve the following appointments to City Committees as recommended by the Mayor:

- Clifford Bunting and Richard Waterman as Commissioners to the Eastern Iowa Regional Housing Authority (R-058-2017)
- Melissa Coates to the Parks and Recreation Commission
- Dixie Willman to the Board of Adjustment

2.9 R-053-2017 Street Light Resolution

- 2.10 Approve Pay Estimate #2 in the amount of \$231,664.37 to Top Grade Excavating for the 2017 Street Improvement Project
- 2.11 Approval of the closure of the 100 block of South Franklin Street on May 18, 2017 at 5:00pm for the West Delaware Middle School Jazz in the Streets event
- 2.12 R-054-2017 Resolution Waiving Right to Review Plat (Robbins)
- 2.13 Asbestos Abatement Bids
- 2.14 R-055-2017 Resolution Approving Iowa Brownfield Redevelopment Program Community Assistance Grant Contract with the Iowa Department of Natural Resources
- 2.15 R-057-2017 Resolution Approving Cooperative Grant Agreement Low Head Dam Safety Program with the Iowa Department of Natural Resources for the Downtown Whitewater Park Phase I Project
- 2.16 Acknowledge receipt of unpaid nuisance snow removal and mowing bills and approve certification to the Delaware County Treasurer for collection on property taxes
- 2.17 Approval of the Consent Agenda
- 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. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ADDOCO, INC	PLAYGROUND MULCH	1,338.75
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	1,835.48
AMERICAN LEGION POST 45	FLAGS	296.00
ANDERSON WELDING	ROLL PATCH	13.19
AUTOMATION ENGINEERING	TRANCEIVER	1,263.88
BARD MATERIALS	CONCRETE	149.91
BARRON MOTOR	VEHICLE MAINT SUPPLIES	17.89
BAUMGARTNER GATE FACTORY	SUPPLIES	61.35
BLACK HILLS ENERGY	HEATING FUEL	3,175.20
BOUBIN TIRE & AUTOMOTIVE	TIRES	850.42
BROWN SUPPLY COMPANY	MAIN EXTENSION	2,344.00
CITY OF MANCHESTER	COMPLEX WATER	117.80
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,013.26
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	292.52
COLOFF DIGITAL	WEBSITE	179.00
COMPRESSED AIR & EQUIP CO	SOLENOID	169.47
DEL CO TREASURER	PROPERTY TAXES	386.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DON & WALT, LLC	WATER HEATER	130.38
DUBUQUE FIRE EQUIPMENT	PD MAINTENANCE	27.65
ECIA	TRAIL COUNTERS	416.00
EDGEWOOD OIL, INC	EQUIP OIL	150.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,300.30
EOR IOWA LLC	WETLAND RESEARCH	2,850.00
ERIN LEARN PETTY CASH	POSTAGE, SUPPLIES	70.99
FAREWAY STORES, INC	COMPLEX SUPPLIES	208.56
FASTENAL COMPANY, INC	PARTS	40.84
FEHR GRAHAM	ENGINEERING	10,412.00
FELD FIRE	FIRE PORTABLE PUMP	4,128.15
FOOD & CONSUMER SAFETY BUREAU	LICENSE	67.50

GEORGEN AUTO	VEHICLE MAINT	24.32
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARLAND TECHNOLOGY SERVICE	ANNUAL NETWORK MAINTENANCE	4,502.00
HERITAGE PRINTING, INC	PRINTING	45.19
HITECH COMMUNICATIONS, LLC	ALARM UPGRADE	5,017.23
IA CODIFICATION, INC	ONLINE CITY CODE	1,350.00
IA DEPT OF AG & LAND STEW	FUEL METER @ AIRPORT	4.50
IAMU	IAMU DUES	822.71
IPERS	PAYROLL WITHHOLDINGS	21,242.49
ISAACS, DALTON	IABD COMPLIANCE	25.00
ISU	P&Z WORKSHOP	65.00
JOHN DEERE FINANCIAL	SUPPLIES	1,028.91
KARR, LLC	FD LABELS	32.99
KMCH	PUBLIC SERVICE ANNOUNCEMENTS	300.00
LANDSCAPES BY CHILDSPLAY INC	TREES	230.00
LEARN, ERIN	REIMB MILEAGE	217.21
LONZA	CHEMICALS	4,470.00
MANCHESTER PRESS	PUBLICATION EXPENSE	803.58
MANCHESTER SIGNS	SIGNAGE	249.50
MID COUNTRY MACHINERY	PARTS & SUPPLIES	417.62
MIDWEST PATCH/HI-VIZ SAFETY	PATCH	716.80
MODERN MARKETING	SUPPLIES	157.67
PREMIER PARTS INC	PARTS	67.85
ON-SITE INFORMATION DESTR	SHREDDING	45.00
PALMER HARDWARE, INC	SUPPLIES	672.16
PEPSI COLA BOTTLING CO	COMPLEX SUPPLIES	1,787.50
PETERS LAW OFFICE	LEGAL FEES	1,712.46
POSTMASTER	POSTAGE	535.77
REGIONAL FAMILY HEALTH	FIRE PHYSICAL	110.00
RELIANCE STANDARD LIFE INS	INSURANCE	448.15
RFSW	ANNUAL AUDIT	7,500.00
SCHMITZ, JULIE A	REIMB MILEAGE	43.87
SCHNEIDER CORPORATION	MOBILE 311 HOSTING	300.00
SCHROEDERS CASH SUPPLY	SHOP REPAIR	1,314.71
TREASURER STATE OF IOWA	STATE TAX	3,047.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VICK, TIMOTHY J	REIMB MILEAGE	96.30
VISION SERVICE PLAN	INSURANCE	570.96
WEINER'S STUMP REMOVAL	STUMP REMOVAL	283.50
WELLMARK	INSURANCE	28,749.69
WINDSTREAM	TELEPHONE & INTERNET	972.91
PAYROLL CHECKS		48,271.37
TOTAL ACCOUNTS PAYABLE		193,372.34
	FUND TOTALS	
	GENERAL	97,657.27
	ROAD USE TAX	25,976.54
	EMPLOYEE BENEFITS	21,740.59
	POLICE SPECIAL USES	25.00
	TIRRILL TRUST	509.47

	LIBRARY GIFT & TRUST	9.99
	DEBT SERVICE	38.37
	DOWNTOWN INCENTIVE	56.62
	BIKEWAY/WALKWAY PROJECTS	416.00
	STREET PROJECTS	8,406.25
	WATER	18,091.94
	WATER CAPITAL PROJECTS	2,344.00
	SEWER	18,100.30
	TOTAL	193,372.34

Public Hearing on the proposal to enter into an Essential Purpose Loan Agreement in a principal amount not to exceed \$1,750,000

Mayor Kramer opened the Public Hearing at 5:13pm.

Mayor Kramer reviewed the items included in the bond issue: the Smitty's property acquisition and demolition, purchase of a street sweeper, purchase of a fire truck, street improvements, and riverfront development.

Council Member Behnken commented that the bond issue has been discussed for several months throughout the budget process and is not a quick decision.

Council Member Sherman noted that the City is aggressive in the repayment of debt, paying off over a million dollars annually.

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

Public Hearing on the proposal to enter into a Public Works Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$200,000

Mayor Kramer opened the Public Hearing at 5:18pm.

City Manager Vick noted that this bond was for acquisition of property for potential use as the City Shop. Vick explained that two public hearings were need because there are two different types of debt that are part of the bond issue.

Council Member Poynor commented that she is pleased the City is taking steps to update City Shop and improve it as the facility needs improvement.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:22pm.

Motion by Stelken, seconded by Struble to adopt R-056-2017 Resolution Taking Additional Action on Proposals to enter into General Obligation Loan Agreements, Combining Loan Agreements, Setting Date for the Sale of General Obligation Corporate Purpose Bonds, Series 2017 and Authorizing the use of a Preliminary Official Statement in Connection Therewith. Motion carried, all ayes.

Motorcycle Trials

Chris Halverson addressed the Council requesting permission to host a motorcycle trials event at the Whitewater Park on Saturday, August 12, 2017. Halverson explained that the trials involve riders trying to ride multiple sections of obstacles with going out-of-bounds, touching their feet to the ground or tipping over, and they are not a timed or speed based competition. It is a sanctioned event through American Motorcyclist Association and their organization would provide insurance coverage.

Mayor Kramer noted that Mr. Halverson had met with the Parks and Recreation Commission regarding this request, and the Commission recommends approval of hosting the event.

Following discussion, motion by Behnken, seconded by Poynor to approve the request to hold the motorcycle trial event at the Whitewater Park on Saturday, August 12, 2017. Motion carried, all ayes.

Audit for Fiscal Years ending June 30, 2017; June 30, 2018; and June 30, 2019

City Manager Vick informed the Council that two bids had been received for preparing the City's annual audit, with the low bid coming from Faller, Kincheloe & Co., PLC at a cost of \$15,000 for FY 2017, \$15,200 for FY 2018, and \$15,400 for FY 2019.

Motion by Stelken, second by Struble to award the contract for the audit for Fiscal Years ending June 30, 2017; June 30, 2018; and June 30, 2019 to Faller, Kincheloe & Co., PLC. Motion carried, all ayes.

Board of Adjustment

The Council reviewed the decision of the Board of Adjustment to approve the request of Ronald and Janice Behnken, for property located at 409 South Brewer Street, for a variance to Section 165.25.8 "Accessory Buildings, Structures and Garages" of the City of Manchester Code of Ordinances, which would allow for a two foot setback on the side (north) property line and eliminate the required five foot setback on the rear property line for the reconstruction of a detached garage.

Water and Sewer Rates

City Manager Vick reviewed the proposed utility rate increases with the Council.

Motion by Struble, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 003-2017 An Ordinance Amending the Code of Ordinance of the City of Manchester, Iowa, by Amending Provisions pertaining to Water Rates and Sewer Rates. Motion carried, all ayes.

Hotel Proforma

City Manager Vick explained that one of the prospective hotels he has been working with has requested that the City have a hotel proforma completed for a potential 40 room and 32 room hotel. The firm, Core Distinction Group, which completed the Hotel Feasibility Study in 2016 has submitted a proposal to complete the proforma at a cost of \$2,500.

Mayor Kramer noted that the fee of \$2,500 would be paid from the City's hotel/motel tax proceeds.

Following discussion, motion by Sherman, seconded by Struble to approve contracting with Core Distinct Group to prepare the hotel proforma for a 40 room and 32 room hotel at a cost of \$2,500. Motion carried, all ayes.

Construction Project Updates

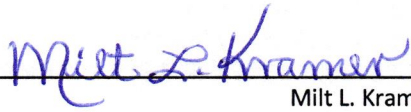
Tyler Olson, Fehr Graham, updated the Council on the progress on the 2017 Street Project.

Reports


Council Member Stelken informed the Council that Missi Thede is no longer taking the old tube style televisions at her recycling meeting.

Liza Wilson asked about the status of the dog park. Council Member Sherman commented that there is an enthusiastic group working on it, and they are exploring potential locations.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:49pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Special Meeting & Committee of the Whole Meeting
Thursday, May 18, 2017

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

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

Also present: Larry Burger; Mark Schneider; Jason Vorwald (Top Grade); Ryan Wicks; Jim Hauschild; Perry Peterson; Doug Foley; Tim Heims; Jason Haight; Mike Ryan; Dylan Kurt.

Special Meeting

Larry Burger, Speer Financial, reviewed the bids for the City's 2017 General Obligation Bonds. Mr. Burger informed the Council that there were three bids received with the lowest bid coming from Bankers' Bank with a true interest rate of 2.0394%. Bankers' Bank partnered with F&M Bank locally in bidding on the bonds.

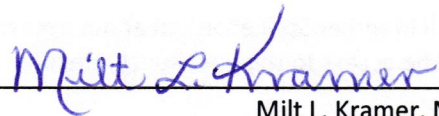
Following discussion, motion by Behnken, seconded by Struble to adopt R-059-2017 Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2017. Motion carried, all ayes.

Committee of the Whole

Items discussed at the committee meeting were: 2017 Street Project; Downtown Flooding; Employee Handbook Update; Fireworks Ordinance; Dog Park; and the Budget Amendment.

Department reports and engineering updates were given.

Motion by Poynor, seconded by Stelken that the meeting adjourn at 5:17pm.


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 22, 2017

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

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

Mayor Kramer presented Service Awards to Erin Learn for 15 years of service as City Clerk and Greg Bahls for 6 ½ years of service to the Street Department.

Donna Boss introduced Caryssa Philgreen, the new Delaware County Tourism Director.

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

Dog Park

Dr. Kurt Johnson, Dog Park Committee, addressed the Council regarding the proposed dog park in Manchester. There has been a committee of community members working over the last several months to establish a dog park in Manchester. Most recently they have been working on narrowing down a location for the proposed parks. Dr. Johnson stated that they would like to see the park located on a parcel of property the City owns adjacent to the Vine Street Well House. The location is close to the City walkways, there is access to water, room for parking, an established grassy area, and minimal work will be necessary on the site. Dr. Johnson discussed with the Council the cost estimate for the park, grants available, and the layout of the park on the proposed site.

Council Member Stelken asked about access to the well house. Dr. Johnson responded that there would be access to the well house, the park would not obstruct that.

Council Member Sherman expressed concern about the Vine Street location as it would limit access to his property. Sherman also noted that his daughter and son-in-law have purchased land in that area and are starting a hops vineyard and it would impact their access as well.

Chuck Unga, Dog Park Committee Member, commented that part of the committee's discussion has included granting an easement near the triangle of the property to allow for access.

Rhonda Edwards, 472 South Brewer Street, commented that she lives on the property directly in front of the proposed dog park and she is concerned about parking as her access to her property is off of Vines Street. She also expressed concern about damage to her plantings as well as increased trash and traffic, and asked that the dog park not be located there.

Cookie Cole, 1031 Gales Street, asked how large the dog park will be. Dr. Johnson responded that the proposed park is approximately two acres.

Scott Hermanson commented that he had invested a significant amount of money on 25 acres of land and his ability to utilize that land relies on field access granted by Dean Sherman. Mr. Hermanson further commented that the park would negatively impact the ability for equipment to access the land, and asked the Council to consider a different location for the park.

Dr. Johnson stated that these are the initial plans and this was the site that had risen to the top, there are other locations that can be investigated.

Jackie Sherman, 413 South Wayne Street, commented on the lack of shade trees at the proposed site and discussed the water and fencing for the park with the Council.

Council Member Sherman stated that as chairman of Manchester Good to Great, he is fully supportive of a dog park in Manchester but he has concerns about this proposed location. Sherman noted he has a conflict of interest because he owns land adjacent to the park, and is concerned about access for farm machinery to his property. Sherman discussed with those present other potential locations.

Council Member Poynor stated that she is supportive of the project but doesn't feel they've found the right location for it yet.

The Council discussed the layout, separate small and large dog areas, park hours, and noise.

Council Member Stelken stated he likes the idea of a dog park but feels more research needs to be done on the location.

Council Member Behnken commented that she supports a dog park as well but also has concerns about this location primarily related to the traffic on the Brewer Street s-curve.

Those present discussed options for a location. Following discussion, the Council asked the Committee to investigate other potential locations, noting they are very supportive of the creation of a dog park in Manchester.

Consent Agenda

- 2.1 Approval of the minutes of the May 8, 2017 City Council meeting
- 2.2 R-060-2017 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
- 2.4 Liquor License Applications
- 2.5 Downtown Incentive Program Grant Payments
- 2.6 R-061-2017 Resolution Amending Salary Resolution (Seasonal)
- 2.7 Review decision of the Board of Adjustment to approve the request of J's Auto, for property located at 1112 West Main Street, for a conditional use permit for the purpose of placing a sequencing messaging sign
- 2.8 Approve request of the Manchester Area Chamber of Commerce to close the 100 block of South Tama Street every Saturday morning from 6:30-10:30am May 27 through October 7 for the Farmers Market
- 2.9 Approve request of the Manchester Area Chamber of Commerce to use the City Parking Lot on East Main Street on August 12, 2017 for the Bacon -n-Hops Event
- 2.10 R-062-2017 Resolution Waiving Right to Review Plat (Glew)
- 2.11 R-063-2017 Resolution Approving Employee Handbook
- 2.12 Approve payment of claims totaling \$10,737.75 to Fehr Graham for engineering services
- 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. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	204.85
ACCESS SYSTEMS LEASING	COPIER FEES	340.56
ACE BODY SHOP	POLICE CAR REPAIR: INS REIMB	3,982.80
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	16,232.36
AMAZON	SUPPLIES	144.09
AUNT EMMY'S	ACQUISITION ASSISTANCE	3,466.00
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,275.84
BARRON MOTOR	PARTS	34.09
BRYANT C BUCK	LIB BOOK	10.00
CLIFFORD D BUNTING	EIRHA CONFERENCE	47.62
CENTER POINT	SUPPLIES	127.62
CITY LAUNDERING	MAINTENANCE	95.52
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
COLIBRI SYSTEMS N AMERICA INC	SUPPLIES	1,356.45
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
CORE DISTINCTION GROUP LLC	HOTEL PROFORMA	2,500.00
DATA TECHNOLOGIES	EBILLING	642.50
DEL CO E911	2016 HERO HUSTLE PROCEEDS	2,700.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	941.80
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIB MATERIALS	1,393.10
DIAMOND VOGEL PAINTS	SUPPLIES	2,724.60
DON & WALT, LLC	POOL REPAIR	66.04
DMA SWA	REFUSE	425.25
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,830.60
ELM USA, INC	MAINTENANCE	21.50
ERIN LEARN PETTY CASH	COMPLEX CONC START-UP CASH	300.00
FAREWAY STORES	SUPPLIES	355.24
FOX, DONALD R	SUPPLIES	1,329.76
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HACH CO, INC	CHEMICALS	839.85
HAUSERS WATER CONDITIONING	D-45	20.00
HAWKINS, INC	CHEMICALS	470.60
HERITAGE PRINTING, INC	STAMP	18.00
HITECH COMMUNICATIONS	ALARM BATTERIES	124.99
HOGAN, BARB	REIMB CONFERENCE	12.46
UNDERGROUND LOCATION COMPANY	LOCATES	87.90
INGRAM LIBRARY SERVICES	LIB MATERIALS	78.14
IPERS	PAYROLL WITHHOLDINGS	21,014.09
J & R SUPPLY, INC	SUPPLIES	114.70
KARR, LLC	SUPPLIES	693.18
KATHY'S SEWING SHOP	UNIFORM	24.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING CONTRACT	20,430.21
LAURYN'S KEEPSAKES	FACADE GRANT	6,040.92
MACKIN EDUCATIONAL RESOURCES	LIB MATERIALS	356.16
MAINSTAY SYSTEMS, INC	DUAL MONITOR STAND	291.00
MANCHESTER MOTOR SUPPLY	PARTS	106.99

MID COUNTRY MACHINERY	SUPPLIES	437.25
MID-IOWA PETROLEUM SERVICES	TANK MONITOR REPAIR	1,872.85
MID-IOWA SOLID WASTE	SEWER HOSE	333.31
MIDWEST BUSINESS PRODUCTS	SIGNAGE	36.00
MIDWEST TAPE	LIB MATERIALS	407.62
MIKE L VORWARD	MOWING CONTRACT	145.00
MYERS-COX CO	SUPPLIES	2,308.08
PIERCE MANUFACTURING INC	FIRE RESCUE TRUCK	272,946.00
PITNEY BOWES	POSTAGE	108.50
PRONTO MART	FUEL	78.25
RADIO COMMUNICATIONS	REPAIR	92.35
REGIONAL MEDICAL CENTER	DRUG TEST	30.00
RYAN, MIKE	REIMB POSTAGE SUPPLIES	53.96
SHERE, ANGELA	REIMB CONFERENCE	639.50
SPRAY-LAND USA	SPOT SPRAY	285.00
STATE HYGIENIC LABORATORY	LAB TESTS	451.00
IOWA DEPT OF REVENUE	SALES TAX	5,133.21
SUE'S FLOWER & GARDEN CTR	FLOWERS	66.00
SUNSHINE BOY WINDOW CLEANING	MAINTENANCE	44.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	347.00
THE PENWORTHY COMPANY	LIB MATERIALS	186.37
THREE RIVERS FS	FUEL	2,737.89
TOP GRADE EXCAVATING	PAY EST #2: 2017 STREETS	231,664.37
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,069.00
TRI-TECH FORENSICS, INC	COLLECTION KIT	63.34
UNITY POINT CLINIC-OCCUPA	DRUG TEST	37.00
VAN METER & ASSOCIATES	SEPCTROMETER	103.33
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VICK, TIMOTHY J	REGISTRATION FEE	155.00
WELLMARK	HEALTH INS	2,124.07
WINDSTREAM	PHONE & INTERNET	1,078.22
PAYROLL CHECKS		50,717.88
TOTAL ACCOUNTS PAYABLE		691,288.25
	FUND TOTALS	
	GENERAL	117,736.08
	HOTEL MOTEL TAX	2,500.00
	FIRE TRUCK RESERVE	272,946.00
	ROAD USE TAX	19,559.67
	POLICE SPECIAL USES	46.66
	PARK GIFT & TRUST	2,700.00
	LIBRARY GIFT & TRUST	188.32
	DOWNTOWN INCENTIVE	9,506.92
	STREET PROJECTS	231,664.37
	WATER	18,162.98
	SEWER	16,277.25
	TOTAL	691,288.25

Public Hearing on the proposed vacation of the alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision
Mayor Kramer opened the Public Hearing at 5:53pm.

Mayor Kramer informed the Council that Joe Hildebrand has requested the City vacate the alley described as having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision, which is adjacent to land he owns on West Main Street. Mayor Kramer further noted that the Planning & Zoning Commission has reviewed the request and recommends approval.

Joe Hildebrand commented the he is bringing in fill to raise the property out of the flood plain to get it ready to develop. Hildebrand stated he had been working with adjacent property owners and has his attorney preparing paperwork to address their concerns. He has also been working with The Burrington Group on the development of the site.

Council Member Stelken asked about access to the land in that area. Mr. Hildebrand responded that there will continue to be access, and he will work with the adjacent property owners to insure that.

Council Member Struble asked if the whole alley needed to be vacated. Mr. Hildebrand responded that he was primarily interested in the alley that runs between his parcels.

The Council discussed the timeline and process for the alley vacation, the concerns of the neighboring property owners, access, the impact on flooding, and the proposed development.

Randy Hahn, owner of 201 River Street, stated that one his main concerns is what the construction will do to flood elevations in the area and the impact on his property. Mr. Hildebrand responded that he is working with Jason Wenger, The Burrington Group, to have a study done on the impact and also a survey of the land.

The Council discussed past flooding events. The Council also read a letter from Paul Roussell, Bob Stephen Motors, regarding his concerns on the vacation.

There being no further written comments on file and no further comments to be heard, Mayor Kramer closed at 6:12pm.

Mayor Kramer noted the Council can either proceed with the first of three considerations required for an ordinance or they can wait until the work is completed by The Burrington Group and the adjacent property owners have come to an agreement.

Motion by Stelken, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision. ON CALL OF ROLL: AYES: Stelken, Sherman, Behnken. NAYS: Struble, Poynor.

Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2017
Mayor Kramer opened the Public Hearing at 6:18pm.

City Clerk Erin Learn reviewed the budget amendment with the Council, noting most of the changes were related to the 2017 General Obligation bond issue.

There being no written comments on file and none to be heard, Mayor Kramer closed the Public Hearing at 6:21pm.

Motion by Struble, seconded by Poynor to adopt R-064-2017 Resolution Amending the Current Budget for the Fiscal Year ending June 30, 2017. Motion carried, all ayes.

Ordinance 003-2017 An Ordinance Amending the Code of Ordinance of the City of Manchester, Iowa, by Amending Provisions pertaining to Water Rates and Sewer Rates

Motion by Behnken, seconded by Sherman to waive the second reading of Ordinance 003-2017 and proceed to third consideration. Motion carried, all ayes.

Motion by Behnken, seconded by Stelken to approve third consideration and final adoption of Ordinance 003-2017 An Ordinance Amending the Code of Ordinance of the City of Manchester, Iowa, by Amending Provisions pertaining to Water Rates and Sewer Rates. Motion carried, all ayes.

Ordinance 005-2017 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 41.14 Fireworks

City Manager Vick informed the Council that Iowa recently passed legislation legalizing the sale and discharge of consumer fireworks in the state. Under the law, the City cannot prohibit sales of consumer fireworks, however City Staff believe that the City has the ability to regulate the structures they are being sold from. The law does allow cities the ability to prohibit or limit the use of fireworks within the community through the passage of an ordinance or resolution. City Manager Vick reviewed a draft ordinance related to the sale and use of consumer fireworks within the City with the Council.

Following discussion, the Council asked for input from the Fire Chief and the Police Chief and that the ordinance be brought back to a future meeting.

Construction Project Updates

None.

Reports

City Manager Vick updated the Council on the progress at the former Smitty's location.

Motion by Behnken, seconded by Poynor to adjourn 6:40pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
June 1, 2017

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

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

Also present: Jim Hauschild, Doug Foley, Tim Heims, Chad Wulfekuhle, Mike Ryan, Jason Haight, Jason Wenger, Ryan Wicks, Jason Vorwald.

Items discussed at the committee meeting were: 2017 Street Project, Fireworks Ordinance, Independence Building Inspections, Downtown Utility Improvement Project, West Main Alley Vacation Request, City Bond Coverage, and Riverbank Repairs.

Department reports and engineering updates were given.

The meeting adjourned at 5:17pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
June 12, 2017

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

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

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

Consent Agenda

2.1 Approval of the minutes of the May 18, 2017 City Council meeting and May 22, 2017 City Council meeting

2.2 R-065-2017 Resolution Approving Bills

2.3 Acknowledge receipt of the following City reports & minutes:

- the minutes of the May 11, 2017 Library Board meeting
- the May 2017 Statistical Report for the Library
- the June 5, 2017 Parks & Recreation Commission meeting
- the May 2017 Wastewater IDNR Reports

2.4 Motion to approve the following liquor license applications:

- New 5 Day On Premise Class B Beer Permit with Outdoor Service Area for the Manchester Area Chamber of Commerce for their August 4, 2017 First Friday at Five event
- New 5 Day On Premise Class B Beer Permit with Outdoor Service Area for the Manchester Area Chamber of Commerce for their August 12, 2017 Bacon & Hops event
- New 14 Day On Premise Class C Liquor License with Outdoor Service Area and Sunday Sales for the Delaware County Fair Society for the Delaware County Fair July 10, 2017 - July 16, 2017
- Premise Update Application for the Delaware County Fair Society

2.5 R-066-2017 Salary Resolution (Annual, Seasonal, Library)

2.6 Review decision of the Board of Adjustment to approve the request of Scott Wulfekuhle, 106 West Howard Street, for an exception to Section 165.06(6.2) of the City Code to allow for a fifteen foot setback on the rear property line

2.7 Review decision of the Board of Adjustment to approve the request of Greg Rogers, 1110 East Main Street (Lightning Lanes), for a variance of five feet to the height restrictions in Section 165.25(10) of the City Code

2.8 R-067-2017 Resolution Approving Engineering Agreement (2017 Utility Improvements)

2.9 Motion to approve the following renewal applications for Iowa Retail Cigarette Permits:

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

2.10 R-068-2017 Resolution Authorizing and Approving a certain Loan Agreement, providing for the Issuance of \$1,950,000 General Obligation Corporate Purpose Bonds, Series 2017, and providing for the Levy of Taxes to pay the same

2.11 Approve payment of a claim totaling \$8,625.00 to Burrington Group, Inc. for the 2018 Street Project

2.12 Approve the bid of Wade's Custom Woodworking to replace the cabinets in the Dispatch Office at a cost of \$7,600.00

2.13 R-069-2017 Resolution for Disposal of Abandoned Bicycles

2.14 R-070-2017 Resolution Waiving Right to Review Plat (McGraw)

2.15 Approve Pay Estimate #3 in the amount of \$240,303.05 to Top Grade Excavating for the 2017 Street Improvement Project

2.16 Approval of the Consent Agenda

Motion by Poynor, seconded by Behnken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ADVANCED ENVIRONMENTAL	ASBESTOS REMOVAL	9,688.00
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	3,226.03
AMAZON	LIB SUPPLIES	1,096.34
ANDERSON WELDING	MAINTENANCE	39.81
AUNT EMMY'S	INTERIOR GRANT	612.87
AWARD COMPANY OF AMERICA	PLAQUES	214.50
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,043.91
BECKER ELECTRIC	BUILDING MAINT	2,157.91
BECKER, KRIS	FITNESS INSTRUCTOR	111.60
BLACK HILLS ENERGY	HEATING FUEL	2,192.48
BLANK PARK ZOO	LIB PROGRAM	158.58
BOUBIN TIRE & AUTO	BRAKES	856.22
BREHME DRUG INC	CPR MASKS	160.00
BROWN SUPPLY COMPANY	HYDRANT EXTENSION	946.00
BUSINESS FORMS DIVERSIFIED	UTILITY BILLS	774.37
CDW GOVERNMENT	LIB EQUIPMENT	56.04
CENGAGE LEARNING	LIB MATERIALS	122.36
CENTER POINT	LIB MATERIALS	127.62
CHEMSEARCH	CHEMICALS	315.38
CINTAS CORPORATION	FIRST AID	235.71
CITY LAUNDERING	LIB MAINTENANCE	95.52
CITY OF MANCHESTER	COMPLEX WATER	117.80
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
COLOFF DIGITAL	WEBSITE	179.00
CREDIT BUREAU SERVICES OF IA	COLLECTIONS	60.63
DATA TECHNOLOGIES, INC	ONSITE TRAINING	1,783.21
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	37.20
DEL CO TOURISM	STATE FARM GRANT FOR TOURISM	500.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELAWARE TRANSFER INC	CULVERT MAINT/REPAIR	2,578.30
DEMCO	LIB EQUIPMENT	2,640.31
DIAMOND VOGEL PAINTS	PAINT	1,158.00

DON'S APPLIANCE	FREEZER	549.00
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	27.65
ECIA	TRAIL COUNTERS	216.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,226.44
ELM USA,INC	LIB EQUIP REPAIR	25.00
FAREWAY STORES, INC	SUPPLIES	753.93
FASTENAL COMPANY, INC	CABINET	945.02
FEHR GRAHAM	ENGINEERING FEES	10,737.75
FOLSOM, KRISTY	GEOCACHING	101.39
FRANCOIS, ANN	TIRRILL PARK SHELTER REFUND	20.00
GIENAPP CONSTRUCTION	SHOP DOOR	785.00
GROUT MUSEUM DISTRICT	LIB PROGRAM	405.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSCHILD, JAMES R	REIMB UNIFORM	116.60
HAUSERS WATER CONDITIONING	D-45	20.00
PEGGY HILL	REFUND SEIBERT RENTAL	75.00
HYDRITE CHEMICAL CO, INC	CHEMICALS	1,359.20
IA CITY/COUNTY MGMT ASSOC	2017 MEMBERSHIP	150.00
IA DEPT OF JUSTICE	POLICE FORFEITURE	241.80
INGRAM LIBRARY SERVICES	LIB MATERIALS	60.97
JOHN DEERE FINANCIAL	SUPPLIES	499.05
KARR, LLC	LIB SUPPLIES	918.05
KMCH	NEWS RELEASES	600.00
KRAMER, MILT L	MILEAGE REIMB	94.16
LANDSCAPES BY CHILDSPLAY INC	TREES	905.00
LEARN, ERIN	MILEAGE REIMB	31.31
LIBRARY IDEAS LLC	STREAMING SUBSCRIPTION	3,250.00
LONZA	CHEMICALS	3,856.54
LYNCH DALLAS, PC	LEGAL FEES	2,886.00
MANCHESTER AREA CHAMBER	RHUBARB RUN REGISTRATION	74.00
MANCHESTER PIZZA RANCH	PIZZA	360.00
MANCHESTER PRESS	LEGALS	644.52
MARLA'S SCREEN PRINTS & MORE	T-SHIRTS	871.08
IOWA OFFICE INTERIOR	UTILITY BILLS	863.14
MELISSA MEANEY	SWIM LESSON REFUND	30.00
MEDIACOM	PHONE & INTERNET	433.05
MID AMERICA BOOKS, INC	LIB MOVIES	84.75
MIDWEST PATCH/HI-VIZ SAFETY	SIGNAGE	36.00
MIDWEST TAPE	LIB MATERIALS	223.20
NEIRL	NEIRL DUES	25.00
PALMER HARDWARE, INC	SUPPLIES	881.49
PEPSI COLA BOTTLING CO	BEVERAGES	4,178.77
PETERS LAW OFFICE	PROFESSIONAL SERVICES	1,292.00
PITNEY BOWES	CITY OFFICE POSTAGE	900.00
PITNEY BOWES	LIBRARY POSTAGE	360.72
POSTMASTER	POSTAGE	545.91
RADIO COMMUNICATIONS	TECH SERVICE	114.80
REGIONAL MEDICAL CENTER	WORK COMP INJURY	1,199.13
RELIANCE STANDARD LIFE INS	INSURANCE	426.15
THE ROPE WARRIOR	LIB PROGRAM	350.00
SCHRECK, JO	REIMB KIDS & CRITTERS	38.12

SCHUMACHER ELEVATOR	LIB MAINTENANCE	157.97
SCHWAN'S HOME SERVICE	SUPPLIES	1,554.04
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	9,493.18
STATE HYGIENIC LABORATORY	LAB TESTS	136.50
TAPED EDITIONS	LIB AUDIOBOOKS	4,368.00
THE ART OF WONDER	LIB PROGRAM	300.00
GAZETTE COMMUNICATIONS	LEGAL	256.90
THE PENWORTHY COMPANY	LIB MATERIALS	366.49
THREE RIVERS FS	FUEL	4,419.13
TREASURER STATE OF IOWA	STATE TAX	3,098.00
VAN METER INC	SPECTROMETER	103.33
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VISION SERVICE PLAN	INSURANCE	570.96
WALMART COMMUNITY	SUPPLIES	833.14
WELLMARK	INSURANCE	27,094.55
WINDSTREAM	LIB PHONE	153.08
WT.COX	SUBSCRIPTION	2,136.49
PAYROLL CHECKS		52,343.85
DEPOSIT REFUNDS ON 5/24/2017		276.38
TOTAL ACCOUNTS PAYABLE		207,000.90
	FUND TOTALS	
	GENERAL	95,685.67
	ROAD USE TAX	23,746.36
	EMPLOYEE BENEFITS	24,204.17
	POLICE SPECIAL USES	288.46
	HOUSING ACQ/DEMOLITION	83.70
	PARK GIFT & TRUST	1,606.04
	LIBRARY GIFT & TRUST	9,893.30
	DOWNTOWN INCENTIVE	612.87
	WHITEWATER PARK PROJECT	12,888.00
	BIKEWAY/WALKWAY PROJECTS	216.00
	STREET PROJECTS	8,273.00
	WATER	16,021.17
	UTILITY DEPOSIT TRUST	276.38
	SEWER	13,205.78
	TOTAL	207,000.90

Regional Planning Affiliation (RPA) Region 8 - Chandra Ravada, Transportation Director

Chandra Ravada, Transportation Director RPA Region 8, provided the Council with a handouts detailing the Transportation Improvement Program and the City of Manchester's Surface Transportation Program funding history. Mr. Ravada discussed with the Council the process for federal funding for transportation projects, Manchester's projects, and his agency's role.

Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision

Jason Wenger, The Burrington Group, addressed the Council regarding Joe Hildebrand's development on West Main Street. The Burrington Group has been assisting Mr. Hildebrand with a site plan and elevations on his property. Mr. Wenger provided a drawing to the Council which showed a draft of the

proposed development and how the alley would be utilized. Mr. Wenger and Mr. Hildebrand have met with Paul Roussell, adjacent property owner, to discuss his concerns with the proposed development.

The Council discussed with those present parking in that location, adjacent property owner concerns, flooding, the proposed development, and the alternative plan if the alley is not vacated.

Motion by Poynor, seconded by Stelken to proceed with the second reading and consideration of Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision. Motion carried, all ayes.

Ordinance 005-2017 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 41.14 Fireworks

Mayor Kramer referred the Council to the proposed ordinance addressing fireworks sales and usage within city limits. Mayor Kramer noted the proposed ordinance would not allow the discharge of fireworks in Manchester and set the guidelines for firework sales in town. This ordinance is similar to that being passed in other communities in response to recently passed legislation by the State of Iowa.

The Council discussed the enforcement of the ordinance, the fire hazard larger fireworks in town when homes are located close together, the noise nuisance, and the limitations of the ordinance.

Motion by Poynor, seconded by Stelken to waive the first and second consideration of Ordinance 005-2017 and proceed to the third and final consideration. Motion carried, all ayes.

Motion by Poynor, seconded by Behnken to approve the third consideration and final adoption of Ordinance 005-2017 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 41.14 Fireworks. Motion carried, all ayes.

Riverbank Repairs

City Manager Vick informed the Council that FEMA has notified the City that they will have to complete an environmental assessment if the City wants to use FEMA monies to mitigate (improve) the riverbank that was damaged in the flood last fall. FEMA will not require an environmental assessment if the City just repairs the riverbank to pre-flood condition. The environmental assessment is a lengthy process.

The Council will discuss the riverbank repairs at a future meeting.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

Reports

City Manager Vick thanked the Public Works and Parks Departments for all the work done in assisting with the Rhubarb on the River event.

Council Member Poynor commented that there is a great video on the Iowa Outdoors website about the Manchester Whitewater Park.

Council Member Stelken stated he was contacted by a resident about a cat problem on the north end of town and asked if the animal control department captures cats. Police Chief Hauschild responded that the animal control officer will trap cats and take them to the shelter.

Motion by Struble, seconded by Stelken that the meeting adjourn at 5:55pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
Thursday, June 22, 2017

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

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

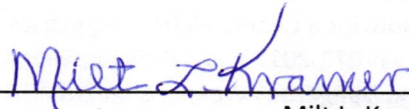
Also present: Jason Vorwald (Top Grade); Ryan Wicks; Jason Wenger; Jim Hauschild; Perry Peterson; Doug Foley; Tim Heims; Jason Haight; Chad Wulfekuhle, Mike Ryan; Dylan Kurt.

Committee of the Whole

Items discussed at the committee meeting were: 2017 Street Project; Downtown Utility Improvement Project; Riverbank Repairs; 2018 Street Project; Demolition Bids (Smitty's building); Request for Alternative Sewage Disposal System (601 Seeley Street); City's Weapons Policy; Employee Handbook; Fireworks; Tirrill Park Sidewalk; Fire Convention; Street Sweepings; W Main Alley; Riverfront Project; and Grease and Sediment Traps.

Department reports and engineering updates were given.

Motion by Behnken, seconded by Struble that the meeting adjourn at 5:36pm.


Milt L. Kramer, Mayor

Attest:


Laura K. Thomas, Deputy City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, June 26, 2017

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

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

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

Consent Agenda

- 2.1 Approval of the minutes of the June 12, 2017 City Council meeting
- 2.2 R-071-2017 Resolution Approving Bills
- 2.3 Approval of Appointments to City Boards & Commissions effective July 1, 2017
- 2.4 Acknowledge Receipt of City Reports & Minutes
 - the minutes of the June 21, 2017 Planning & Zoning Commission meeting
 - the minutes of the June 23, 2017 Board of Adjustment meeting
 - the May 2017 Wastewater Reports
- 2.5 Review decision of the Board of Adjustment to approve the request of Larry & Carol Kremer, 813 West Marion Street, for an exception to Section 165.09(9.2) of the City Code to allow for a twenty eight foot setback on the rear property line
- 2.6 R-072-2017 Resolution Repealing Resolution R-024-2011 "Resolution Restricting Firearms and Dangerous Weapons on Public Property"
- 2.7 R-073-2017 Resolution Waiving Right to Review Plat (Carney)
- 2.8 Motion to change the start time to 4:00pm for the July 10, 2017 City Council meeting
- 2.9 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2017-6/30/2018)
- 2.10 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. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	PD TONER/INK	639.55
ACCESS SYSTEMS LEASING	COPIER MAINT	340.56
AFLAC	PAYROLL WITHHOLDING	445.35
AK SPORTS	PD UNIFORM	71.30
ALL INCLUSIVE REC	MEMORIAL BENCH	1,770.75
ALLIANT ENERGY	ELECTRICITY	15,729.96
AMERICAN SEWER PARTS & CLEANING	BLADES	654.21
ANDERSON WELDING	REPAIR	95.00
BARD MATERIALS	CONCRETE	376.13
BECKER ELECTRIC	REPAIRS	137.34
BLACK HILLS ENERGY	HEATING FUEL	1,224.81
BOUBIN TIRE & AUTOMOTIVE	TIRES	1,249.24
BSN SPORTS	WHISTLES	73.49

BURRINGTON GROUP	ENGINEERING: 2018 STREETS	8,625.00
CITY LAUNDERING	SUPPLIES	953.98
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDING	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDING	292.52
CORNERSTONE CONCRETE CONSTR	SIDEWALK CONCRETE	8,803.80
DAKTRONICS	COMPLEX SCOREBOARDS	10,636.00
DEL CO AUDITOR	GIS 4TH QUARTER	3,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	948.80
DELAWARE INVESTMENTS	PAYROLL WITHHOLDING	375.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDING	22,642.07
FAREWAY STORES	SUPPLIES	531.79
GALLS	SUPPLIES	162.70
GEORGEN AUTO	REPAIR	2,259.26
GOERDT, LEON	REFUND PARTIAL AIRPORT LEASE	250.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDING	485.00
HAWKINS	CHEMICALS	313.30
HERITAGE PRINTING	PRINTING	202.63
IA FIRE CHIEFS ASSOC	DUES	50.00
UNDERGROUND LOCATION COMPANY	IOWA ONE CALL	82.80
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
IDNR	UST REGISTRATION	30.00
IN THE SWIM	RUBBER BUMPER	49.87
IPERS	PAYROLL WITHHOLDING	21,722.35
KARR, LLC	SUPPLIES	618.23
KATHY'S SEWING SHOP	UNIFORM/WRIGHT	20.00
KLUESNER CONSTRUCTION	CRACK SEALING	15,718.00
KLUESNER SANITATION LLC	GARBAGE & RECYCLING	20,491.47
LAHR REPAIR, INC	ALTERNATOR REPAIR	245.84
LANDSCAPES BY CHILDSPLAY INC	BUILDING & GROUNDS	374.25
BECKY MACAREAVY	REFUND SWIM LESSON	30.00
MANCHESTER SIGNS	MEMORIAL STAND	71.25
MARLA'S SCREEN PRINTS & MORE	UNIFORM/REC SHIRTS	1,111.59
IOWA OFFICE INTERIOR	CHECKS	713.55
MES - MIDAM	FIRE HOOD	785.89
MIDWEST PATCH/HI-VIZ SAFETY	HIGH PERFORMANCE PATCH	716.80
MIDWEST WHEEL COMPANIES	REPAIR	65.32
MYERS-COX CO	CONCESSIONS	4,054.97
PREMIER PARTS INC	SUPPLIES	13.12
JOHN KEPPLER	TREE/STUMP REMOVAL	9,650.00
ON-SITE INFORMATION DESTR	DOCUMENT SHREDDING	45.00
OVERHEAD DOOR	DOOR REPAIR	144.00
PALMER HARDWARE, INC	SUPPLIES	1,029.50
PEPSI COLA BOTTLING CO	SUPPLIES	1,010.06

PHILGREEN, MICHELLE R	2017 BROADWAY KIDS	2,944.37
PIERCE MANUFACTURING INC	FIRE: TANKER PURCHASE	22,380.00
PLAYPOWER LT FARMINGTON	SWING CHAIN	144.66
SCHROEDERS CASH SUPPLY	SUPPLIES	31.16
SCHWAN'S HOME SERVICE	CONCESSIONS	490.32
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	436.56
STATE HYGIENIC LABORATORY	LAB TESTS	153.00
SUE'S FLOWER & GARDEN CTR	TREES	1,290.50
SULLIVAN, EMILY	LIFEGUARD TRAINING	490.00
TAYLOR & ASSOCIATES	POOL FURNITURE	2,546.42
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDING	347.00
THOMPSON SHOES	PD: UNIFORM	45.00
TOP GRADE EXCAVATING	PAY #3: 2017 STREETS	240,303.05
TREASURER STATE OF IOWA	PAYROLL WITHHOLDING	3,416.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDING	758.08
VERIZON WIRELESS	MOBILE DATA	280.19
WADE'S CUSTOM WOODWORKING	PD CABINETS	3,400.00
WELLMARK	HEALTH INS	2,195.53
WINDSTREAM	PHONE/INTERNET	105.62
PAYROLL CHECKS		65,454.94
DEPOSIT REFUNDS ON 6/23/2017		521.19
TOTAL ACCOUNTS PAYABLE		510,806.56
	FUND TOTALS	
	GENERAL	149,731.24
	FIRE TRUCK RESERVE	22,380.00
	SPORTS COMPLEX	10,636.00
	ROAD USE TAX	17,207.74
	TIRRILL TRUST	583.25
	PARK GIFT & TRUST	5,170.75
	WHITEWATER PARK PROJECT	30.00
	BIKEWAY/WALKWAY PROJECTS	8,803.80
	STREET IMPROVEMENT	15,718.00
	STREET PROJECTS	251,928.05
	WATER	12,948.50
	SEWER	15,669.23
	TOTAL	510,806.56

Public Hearing on the Rezoning Request of Jamie Orr to conditionally rezone the property at 704 East Main Street from R-60 (Single Family Low Density) to C-1 (Neighborhood Commercial District)
Mayor Kramer opened the Public Hearing at 5:04pm.

Mayor Kramer informed the Council that Jamie and Jeff Orr have submitted a rezoning request for the property at 704 East Main Street. They are requesting the property be rezoned from an R1-60 Single

Family Low-Density District to C-1 Neighborhood Commercial District to allow them the ability to use the property as an Inn and Event Center. The Planning and Zoning Commission has reviewed the request and recommend approval.

City Manager Vick reviewed conditions imposed by the Planning and Zoning Commission in their recommendation:

- Use of the structure on the premise shall be limited to an inn and event center.
- After one year of non-use as an inn and event center, the property must revert to the original R1-60 zoning classification.
- Property shall include a minimum of six off-street parking spaces.
- Signage shall be compliant with Chapter 165 (28.3) Commercial and Industrial District Signs; however a sign cannot be any larger than 24 square feet in size.
- Noise shall be compliant with Chapter 40.03 Disorderly Conduct, specifically no loud noise past 10:00p.m.
- In the event any portion of the property is hereafter rezoned to a district classification different from C-1, the conditions set forth herein shall be rendered null and void.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:09pm.

Motion by Poynor, seconded by Sherman to approve the first consideration and adoption of Ordinance 006-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision

Jason Wenger, The Burrington Group, addressed the Council regarding Joe Hildebrand's development on West Main Street. Mr. Wenger informed the Council that one of the adjacent property owners has requested additional time to review the proposed development. As a result, Mr. Hildebrand is exploring an alternative if the vacation doesn't work out. The alternative would be a request to adjust the grade of the existing alley so that it slopes up to Hildebrand's property.

The Council reviewed the alternative and discussed the plans, elevations, alley access, snow drifting and removal, alley maintenance, and the vacation request. Motion by Behnken, seconded by Stelken to table the third reading of Ordinance 004-2017 until the July 10, 2017 to see if a consensus can be reached among the property owners. Motion carried, all ayes.

R-074-2017 Resolution Establishing Penalties for Violation of City Code Chapter 41.14 (Fireworks)

Motion by Poynor, seconded by Struble to adopt R-074-2017 Resolution Establishing Penalties for Violation of City Code Chapter 41.14 (Fireworks). Motion carried, all ayes.

Demolition Bids for 228, 304 and 314 West Main Street

Mayor Kramer reviewed the bids with the Council, noting that proposals had been received from three contractors.

The Council reviewed the proposals, noting that the bid received from the local contractor was only \$151 higher than that the low bid. The Council agreed they would like to work with the local contractor given the small difference.

Motion by Poynor, seconded by Stelken to award the demolition bid for 228, 304 and 314 West Main Street to Mark Fink. Motion carried, all ayes.

Request for Alternate Sewer System - 601 Seeley Street

City Manager Vick informed the Council that the City had received a request from Chris and Connie Domeyer for permission to replace a septic system that is failing at their property at 601 Seeley Street. The house sits on two acres and is over 300' from the nearest public sewer main. The City does not have any plans to extend a sewer main in this area. City Manager Vick noted that City Staff has reviewed the request and recommend allowing the Domeyer's to replace the septic system.

Chris Domeyer addressed the Council explaining the problems that he is having with the existing septic system and his plans for replacement.

The Council discussed the request and reviewed the plans. Motion by Behnken, seconded by Struble to approve the request for an alternate sewer system for 601 Seeley Street. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

Reports

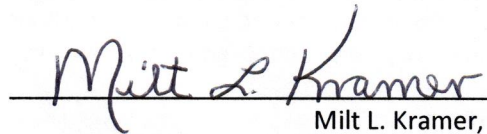
City Manager Vick referred the Council to information from the Iowa League of Cities on new laws in the State of Iowa.

City Clerk Learn informed the Council that representatives from the new auditing firm would be in the office on June 30, 2017 for an initial visit and review.

Council Member Sherman informed the Council that he had attended the Delaware County Board of Supervisors meeting on the proposed use for the building they are acquiring at 201 East Main Street.

Council Member Behnken asked if Verizon had provided the City with a timeframe for the installation of the equipment on top of City Hall. City Manager Vick commented that the lease has been finalized and Verizon is now paying rent but he had not heard when they plan to install their equipment.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 5:45pm. Motion carried, all ayes.


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 10, 2017

At 4:00pm, the Fire Department brought the new fire truck for the City Council to view.

Mayor Kramer called the meeting to order at 4:09pm.

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

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

Consent Agenda

2.1 Approval of the minutes of the June 26, 2017 City Council meeting

2.2 R-075-2017 Resolution Approving Bills

2.3 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Native Wine Permit and Sunday Sales for Casey's General Store #2185 (West Main Street)
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Pronto Mart

2.4 Ordinance 006-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, second consideration and adoption

2.5 R-076-2017 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

2.6 Approve Pay Estimate #4 in the amount of \$182,687.33 to Top Grade Excavating for the 2017 Street Improvement Project

2.7 Approve the request of Regional Medical Center to close the Marion Street bridge on September 16, 2017 from approximately 12:10pm until 12:40pm for the Rubber Duck Dash & Dive event

2.8 Approve payment in the amount of \$5,175.00 to The Burrington Group for engineering services

2.9 Approve payment of claims totaling \$25,232.25 to Fehr Graham for engineering services

2.10 R-077-2017 Resolution Approving Change Order #3 (South 5th Street Project)

2.11 Approve Pay Estimate #5 (Final Retainage) in the amount of \$16,939.22 to Horsfield Construction for the South 5th Street Project

2.12 Downtown/Commercial Incentive Program Grant Payments

- Facade Grant in the amount of \$1,553.93 for Lauryn's Keepsakes at 105 South Franklin Street
- Parking Grant in the amount of \$4,000.00 for Main Street Repair at 1213 East Main Street
- Facade Grant (Front Facade) in the amount of \$6,923.67 for Wicks Enterprises at 111 West Main Street
- Facade Grant (Side Facade) in the amount of \$10,070.48 for Wicks Enterprises at 111 West Main Street
- Facade Grant (Rear Facade) in the amount of \$5,280.46 for Wicks Enterprises at 111 West Main Street

2.13 R-078-2017 Resolution Approving Voluntary Assessment Agreement (2017 Street Project)

Recommended Action: Motion to adopt

2.14 Motion to set July 24, 2017 at 5:00pm as the date and time for a Public Hearing on the sale of City owned property

2.15 R-079-2017 Resolution Amending Salary Resolution

2.16 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. Motion carried, all ayes.

Bills approved for payment

VENDOR	REFERENCE	AMOUNT
ACE BODY SHOP,LLC	VEHICLE REPAIR (INS REIMB)	1,578.76
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	32.66
AMY REEDER	REFUND SWIM LESSONS	30.00
AXON ENTERPRISE INC	PD: BODY CAMERAS	4,045.86
BARRON MOTOR	BRAKE REPAIR	221.09
BLACK HAWK AUTOMATIC SPRINKLER	BUILDING MAINT	213.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	292.52
COLOFF DIGITAL,INC	WEBSITE	179.00
CONFLUENCE, INC	RIVERFRONT/DOWNTOWN DESIGN	1,166.25
DEL CO ECONOMIC DEVELOPMENT	ANNUAL CONTR (1ST HALF)	15,000.00
DEL CO TOURISM	ANNUAL TOURISM CONTRIBUTION	12,000.00
DOLAN INS AGENCY	AIRPORT INSURANCE	4,400.00
DUBUQUE FIRE EQUIPMENT	PD MAINTENANCE	27.65
DUDE SOLUTIONS INC	ANNUAL MOBILE 311 SERVICE	4,140.00
EBSCO	SUBSCRIPTION RENEWALS	14,578.22
ECIA	ANNUAL DUES	3,314.56
EDGEWOOD OIL, INC	CLEANERS	155.25
EFTPS	PAYROLL WITHHOLDINGS	22,513.25
FAREWAY STORES, INC	SUPPLIES	151.81
GAFFNEY, MICHELLE	PEE WEE SOCCER INSTRUCTOR	225.00
GRUNDY NATIONAL BANK	PAYROLL WTHHLDNGS, DEPOSIT BOX	495.00
HAUSERS WATER CONDITIONING	D-45	20.00
HERITAGE PRINTING	PRINTING	12.22
HITECH COMMUNICATIONS, LLC	FIRE ALARM REPAIR	529.99
HYDRITE CHEMICAL CO, INC	CHEMICALS	2,300.87
IA DEPT OF TRANSPORTATION	STREET PAINT SUPPLIES	345.80
IA LEAGUE OF CITIES	ANNUAL DUES	2,549.00
ICMA	ANNUAL DUES	866.35
IDNR	ANNUAL WATER SUPPLY PERMIT	597.07
IPERS	PAYROLL WITHHOLDINGS	10,636.74
J & R SUPPLY	COUPLINGS, SUPPLIES	1,559.00
JOHN DEERE FINANCIAL	SUPPLIES	300.64
KARR, LLC	CAN LINERS	259.42
KIEFER SWIM PRODUCTS	GRANT: LANE MARKERS, CLOCK	3,180.91
KMCH	RADIO ANNOUNCEMENTS	500.00
KRAMER, MILT L	MILEAGE REIMB	47.08
LADCO	WASTEWATER PLANT REPAIRS	4,220.28
LANDSCAPES BY CHILDSPLAY INC	PLANTS	15.50
LONZA	CHEMICALS	2,886.25
LYNCH DALLAS, PC	LEGAL FEES	300.00
MAINSTAY SYSTEMS, INC	IT SERVICES	900.00
MANCHESTER MOTOR SUPPLY	BATTERIES	227.99
MANCHESTER PIZZA RANCH	CONCESSIONS	727.50
MANCHESTER PRESS	PUBLICATION EXPENSE	781.91
MANCHESTER SIGNS	HERO HUSTLE SIGN	175.00
MARLA'S SCREEN PRINTS & MORE	REC PROGRAM T-SHIRTS	157.00
MES-MIDAM	GRANT: FIRE EQUIPMENT	7,009.89
MYERS-COX CO	CONCESSIONS	628.57
PREMIER PARTS INC	PARTS	45.80
NBS CALIBRATIONS, INC	SERVICE & CALIBRATION	167.00
NORSOLV, INC	MAINTENANCE	134.95

JOHN KEPPLER	TREE REMOVAL	250.00
PALMER HARDWARE, INC	SUPPLIES, EQUIPMENT	2,686.99
PAYROLL CHECKS	PAYROLL	68,806.93
PEPSI COLA BOTTLING CO	CONCESSIONS	736.54
PETERS LAW OFFICE	LEGAL FEES	916.00
POSTMASTER	POSTAGE	544.98
RADIO COMMUNICATIONS	RADIO SERVICE	85.00
REGIONAL FAMILY HEALTH	PD PHYSICAL	40.00
RELIANCE STANDARD	INSURANCE	426.15
SCHNEIDER CORPORATION	MOBILE 311 HOSTING	1,200.00
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	4,415.34
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT CONTRACT	191.76
SPEER FINANCIAL	2017 BOND ISSUANCE FEES	10,715.00
STATE HYGIENIC LABORATORY	LAB TESTS	217.00
STRATEGIC INSIGHTS INC	ANNUAL MAINT: PLAN IT	499.50
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINT	110.00
T & W GRINDING	COMPOSTING CONTRACT	8,250.00
THREE RIVERS FS	FUEL	4,773.08
TRANS-IOWA EQUIPMENT INC	VEHICLE MAINT	1,000.12
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,356.00
UPS	POSTAGE	104.74
USA BLUE BOOK	SUPPLIES	432.19
UTILITY DEPOSIT TRUST	UTILITY BILLING DEPOSIT REFUNDS	872.76
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VISION SERVICE PLAN	INSURANCE	570.96
WALMART COMMUNITY/RFCSLLC	SUPPLIES	819.09
WEBER PAPER CO, INC	SUPPLIES	104.82
WELLMARK	INSURANCE	24,857.02
WERTJES UNIFORMS, INC	POLICE UNIFORMS	245.35
WIDNER DRUG	SUPPLIES	14.48
TOTAL		265,287.84
FUND TOTALS		
GENERAL		145,999.20
HOTEL MOTEL		12,014.48
ROAD USE TAX		19,456.01
EMPLOYEE BENEFITS		23,083.17
POLICE SPECIAL USES		4,045.86
ACQUISITION/DEMOLITION		107.66
TIRRILL TRUST		411.98
PARK GIFT & TRUST		175.00
LIBRARY GIFT & TRUST		12,485.10
DEBT SERVICE		10,715.00
WHITEWATER PARK PROJECT		1,166.25
STREET PROJECTS		69.00
WATER		18,188.92
UTILITY DEPOSIT TRUST		601.46
SEWER		16,768.75
TOTAL		265,287.84

Alliant Energy Community Annual Partnership Assessment

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

Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision

Mayor Kramer stated that the Council had tabled action on this item at the last meeting, and asked the Council for motion to remove it from table. Motion by Stelken, seconded by Struble to remove Ordinance 004-2017 from the table and continue discussion. Motion carried, all ayes.

Jason Wenger, representing Joe Hildebrand, informed the Council that they had met with Randy Hahn and they could not come to an agreement on the land purchase. As a result, they would like to discuss with the Council the possibility of elevating the existing alley.

The Council reviewed the location of the alley and discussed with those present the vacation of the alley in whole or part, the disposition of the alley following the vacation, the elevation of the alley, easements, access, and maintenance.

The Council took no action on Ordinance 004-2017, and asked Jason Wenger to proceed with plans for elevation of the existing alley for the Council to review at the next meeting.

R-080-2017 Resolution Establishing Restricted Parking Zone (South 7th Street and South 8th Street)

Motion by Struble, seconded by Behnken to adopt R-080-2017 Resolution Establishing Restricted Parking Zone (South 7th Street and South 8th Street). Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

Reports

City Manager Vick updated the Council on the Public Art Project, and discussed with the Council a proposal received for a mural at the riverfront area.

Motion by Behnken, seconded by Stelken that the meeting adjourn at 4:47pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
Thursday, July 20, 2017

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

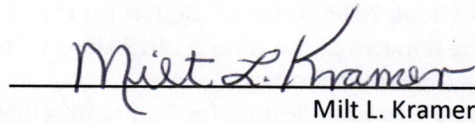
Council Members present: Dean Sherman, Mary Ann Poynor, Ron Struble, Connie Behnken. Absent: Dan Stelken.

Also present: Jason Haight, Jim Hauschild, Perry Peterson, Doug Foley, Tim Heims, Chad Wulfekuhle, Mike Ryan, Jason Vorwald, Ryan Wicks, Jason Wenger.

Items discussed at the committee meeting were: 2017 Street Project, Downtown Utility Improvement Project, 2018 Street Project, Norby Development Project, Alley Grade Change, and Local Option Sales Tax.

Department reports and engineering updates were given.

The meeting adjourned at 5:12pm.


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 24, 2017

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

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

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

Consent Agenda

2.1 Approval of the minutes of the July 10, 2017 City Council meeting

2.2 R-081-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- June 2017 Wastewater Reports
- Manchester Public Library Annual Report for 7/1/2016-6/30/2017
- the minutes of the July 3, 2017 Parks & Recreation Commission meeting
- the June 2017 Statistical Report for the Library
- the minutes of the June 8, 2017 Library Board meeting

2.4 Liquor License Applications

- New 5 Day Application for On Premise Class B Beer Permit with Outdoor Service Area for the Hartwick Lake Ski Club for their event at Schram Park on August 27, 2017

2.5 Ordinance 006-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration and final adoption

2.6 Downtown/Commercial Incentive Program Applications

- Commercial Facade Grant Application in the amount \$7,500.00 for 704 East Main Street
- Commercial Parking Grant Application in the amount of \$10,000.00 for 704 East Main Street

2.7 Downtown/Commercial Incentive Program Grant Payments

- Acquisition Assistance in the amount of \$1,777.56 to Greg Rogers for the property at 1110 East Main Street
- Facade Grant in the amount of \$7,500.00 to Greg Rogers for the property at 1110 East Main Street

2.8 R-082-2017 Resolution Approving Airport Hangar Lease (Hangar 5)

2.9 R-083-2017 Resolution of Support for the Iowa Department of Natural Resources Resource Enhancement and Protection Grant Application for the Riverfront Phase 1 Improvement Project

2.10 Approve the request of the Hero Hustle Committee to use Schram Park for the Hero Hustle Sprint Triathlon on August 27, 2017

2.11 Approve request of the Hartwick Huskys host their end of season show and sell alcohol at Schram Park on August 27, 2017

2.12 R-084-2017 Resolution Waiving Right to Review Plat (Glew)

2.13 R-085-2017 Resolution Accepting Work Covering the South 5th Street Reconstruction Project

2.14 Approve request of the Parks & Recreation Department to close a portion of South Franklin Street on September 2, 2017 (rain date September 3, 2017) from 4:00pm until midnight for the "Movie in the Street" event

2.15 Acknowledge receipt of unpaid nuisance mowing bills and approve certification to the Delaware County Treasurer for collection on property taxes

2.16 Approve payment of claims totaling \$22,279.05 to Fehr Graham for engineering services

2.17 Ordinance 007-2017 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, first consideration and adoption

2.18 Motion to set August 23, 2017 at 10:30am as the date and time for the letting of the 2017 Utility Project

2.19 Motion to set August 28, 2017 at 5:00pm as the date and time for a Public Hearing on plans and specifications for the 2017 Utility Improvement Project

2.20 Approval of the Consent Agenda

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

Bills Approved for Payment

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER	79.95
ACCESS SYSTEMS LEASING	COPIER	340.56
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	16,236.17
AMAZON	LIBRARY MATERIALS	406.85
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,397.31
BLACK HILLS ENERGY	HEATING FUEL	2,645.90
BOOK PAGE	SUBSCRIPTION	324.00
BOUBIN TIRE & AUTOMOTIVE	FLAT REPAIR	21.55
BURRINGTON GROUP	ENGINEERING	5,175.00
CENGAGE LEARNING	LIBRARY MATERIALS	155.15
CENTER POINT	LIBRARY MATERIALS	258.84
CITY LAUNDERING	LIB MAINTENANCE	146.19
CITY OF MANCHESTER	SPORTS COMPLEX UTILITIES	639.03
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,013.26
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
DARRIN SIEFKEN	WHITewater SAFETY ROCKS	1,097.00
CREATIVE PRODUCT SOURCE	SUPPLIES	174.40
HORACE DAVIS	REFUND SEIBERT DEPOSIT	50.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	948.50
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	LIBRARY SUPPLIES	236.95
DYERSVILLE COMMERCIAL	PUBLICATIONS	222.35
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	25,575.79
ELECTRICAL ENGINEERING	REPAIR WELL 6 GENERATOR	2,671.66
ELM USA	LIBRARY MAINT	25.00
FAREWAY STORES	CONCESSIONS	286.59
FASTENAL COMPANY	ALUMINUM TRIPOD	3,698.21
FEHR GRAHAM	ENGINEERING FEES	25,232.25
THE FISH SHACK	MAINTENANCE	75.00
FOLSOM, KRISTY	REIMB SUPPLIES	56.42
GALLS	POLICE UNIFORM	94.57
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSCHILD, JAMES R	REIMB FUEL	20.30
HAWKINS	CHEMICALS	676.30
HERITAGE PRINTING	SUPPLIES	42.50
HITECH COMMUNICATIONS	LIBRARY MAINT	574.00

HYDRITE CHEMICAL CO	POOL CHEMICALS	987.00
IA LAW ENFORCEMENT ACADEMY	PD RECERTIFICATION	50.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	144.20
IMFOA	DUES	50.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	82.30
INTERSTATE INDUST SERVICE	WTR PRESSURE TRANSMITTER	1,908.86
IPERS	PAYROLL WITHHOLDINGS	21,242.49
KARR	OFFICE SUPPLIES	433.85
KBI WAREHOUSE & DISTR	REMU RENTAL/SWEEPING	750.00
KLUESNER SANITATION	GARABGE/RECYCLING CONTRACT	20,481.26
KOCH BROTHERS	COPIER MAINTENANCE	397.36
KRAMER, MILT L	MILEAGE REIMB	47.08
LAHR REPAIR	PARTS	21.14
LANDSCAPES BY CHILDSPLAY	LIB SUPPLIES	116.74
LAURYN'S KEEPSAKES	DOWNTOWN INCENTIVE GRANT	1,553.93
MAIN STREET REPAIR	COMMERCIAL INCENTIVE GRANT	4,000.00
MANCHESTER SIGNS	WHITEWATER BANNER	130.00
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	100.00
IOWA OFFICE INTERIOR	SUPPLIES	380.28
MCGREAL, AMANDA	REIMB SUPPLIES	89.11
MIDWEST TAPE	LIB MATERIALS	377.14
MIDWEST WHEEL COMPANIES	FD PARTS	326.60
MIKE L VORWARD	MOW CONTRACT	200.00
NICC	MREP MEDIACOM	1,258.80
OVERDRIVE	SUBSCRIPTION	914.04
PITNEY BOWES	POSTAGE	1,008.50
PRONTO MART	FUEL, SUPPLIES	142.54
PROQUEST	SUBSCRIPTION	680.00
RADIO COMMUNICATIONS	FD MAINTENANCE	323.12
THE ROPE WARRIOR	LIBRARY MATERIALS	17.00
SCHUMACHER ELEVATOR	LIBRARY MAINT	157.97
SCHWAN'S HOME SERVICE	CONCESSIONS	405.81
SENSUS METERING SYSTEMS	SOFTWARE SUPPORT	1,715.95
SHERE, ANGELA	REIMB SUPPLIES	223.22
STATE LIBRARY OF IOWA	LIB SUBSCRIPTION	59.23
SUE'S FLOWER & GARDEN CTR	SUPPLIES	205.60
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINT	144.00
TELEGRAPH HERALD	SUBSCRIPTION	296.81
GAZETTE COMMUNICATIONS	SUBSCRIPTION	301.60
THOMAS, LAURA	MILEAGE REIMB	157.29
TOP GRADE EXCAVATING	PAY ESTIMATE #4: 2017 STREETS	182,687.33
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,721.00
UPS	SHIPPING	66.34
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	MOBILE DATA	280.11
VICK, TIMOTHY J	MILEAGE REIMB	218.28
WALMART COMMUNITY	SUPPLIES	446.07
WELLMARK	HEALTH INS	5,328.71
JASON WHITE	REIMB UNIFORM	126.59
WICKS ENTERPRISES	DOWNTOWN INCENTIVE GRANTS	22,274.61
WINDSTREAM	PHONE/INTERNET	172.88

PAYROLL CHECKS		74,515.09
TOTAL ACCOUNTS PAYABLE		447,637.74
	FUND TOTALS	
	GENERAL	147,633.41
	ROAD USE TAX	18,747.40
	POLICE SPECIAL USES	46.66
	ACQUISITION/DEMOLITION	11.82
	TIRRILL TRUST	666.85
	LIBRARY GIFT & TRUST	684.47
	DOWNTOWN INCENTIVE	27,885.16
	WHITEWATER PARK PROJECT	18,510.25
	STREET PROJECTS	193,971.83
	WATER	20,646.22
	SEWER	18,833.67
	TOTAL	447,637.74

Public Hearing

At 5:10pm, Mayor Kramer opened the Public Hearing on the sale of City owned property described as Lot 2, Whitewater Park Subdivision.

City Manager Vick informed the Council that the property is the brick warehouse on the southwest side of the former Smitty's property including access and three feet around the perimeter. This is the piece of property Bob Stephen Motors is interested in acquiring for cold storage and access on the east side of their property.

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

City Manager Vick informed the Council that Stephen Land Investments, L.C. has agreed to purchase the land for \$100,000.00.

Motion by Poynor, seconded by Sherman to adopt R-086-2017 Resolution Approving the Sale of Certain Real Estate. Motion carried, all ayes.

Protest Hearing on the Award of the Demolition Contract for 228, 304 & 314 West Main Street to Mark Fink as requested by Randy Harbach, Delaware Transfer

Mayor Kramer informed the Council that Randy Harbach had requested a hearing to protest the award of the demolition contract to Mark Fink.

Randy Harbach referred the Council to the letter he had sent and asked why the Council made the decision to award the contract to Mark Fink.

Mayor Kramer commented that because the bids were within \$151.00 of each other, the Council awarded the contract to Mark Fink as his home and business are located in town. Mr. Harbach responded that he does own a property in town and does a lot of business in town.

Council Member Poynor commented that her reasoning was that the City needs to support the entities that pay taxes to the City and that because the bids were so close, she felt she needed to support the local contractor.

Mr. Harbach also asked about the point system used for ranking the proposals, noting he had received higher points than Mark Fink. City Manager Vick responded that the point system was used as an evaluation tool for the proposals. Mayor Kramer noted there was a committee of five staff people that reviewed the proposals. City Manager Vick further stated that the Council did review the points but opted to proceed with the local contractor and referenced the City's purchasing policy adopted by the Council which allows for local preference when bids are within 5% of each other.

Council Member Sherman commented that the Council is making an effort to utilize local contractors due, in part, to a recently let sidewalk project that wasn't awarded to a local contractor and the prices were similarly close.

Mr. Harbach asked if the Council would re-bid the contract.

Following discussion, the City Council re-affirmed their decision to utilize Mark Fink for the demolition on the property. Mr. Harbach thanked the Council for their time.

Dog Park Committee

Chuck Ungs, Manchester Good to Great Dog Park Committee member, provided the Council with a handout on the twelve different sites the Committee has investigated as potential locations for the dog park. In reviewing the sites, the Committee looked at proximity to walkways, dry location, an area free from weeds and overgrowth, access to water, and an acre plus in size. Mr. Ungs reviewed the pros and cons of each site listed and commented that, based on their research, the location on Vine Street is the best option for the proposed park. The Committee feels the issues brought up at the last meeting can be addressed with different gates to allow for equipment access to the farmland.

Council Member Sherman commented that he thought this issue had been resolved at the prior meeting and that the group was going to look at another location. Mr. Sherman further stated that he is hoping to build in that area eventually and if the park is there and gated, it will limit the use.

Linda Slobodnik, Committee member, commented that it appeared Council Member Sherman had a conflict of interest and asked him to leave the meeting to allow the Committee to have a conversation regarding the dog park with the Council. Council Member Sherman responded that he will not vote on the issue because he does have a conflict but stated that as a resident he's allowed to speak.

The Council and the Dog Park Committee members discussed: access at the proposed location; alternative locations; traffic on South Brewer Street and the potential for accidents; parking at the proposed location; dog parks in other communities; providing the Committee assistance in finding a location; fundraising; fencing; FEMA regulations on the lots acquired with FEMA funds; the Council's stance on the project; and the need for a decision on the location to be made.

The Council expressed their support for the dog park project and the Mayor asked the Dog Park Committee to invite the City Council to their future meetings so they can assist in finding a location.

Historic Route 20 Signage - Caryssa Philgreen, Delaware County Tourism Director

Caryssa Philgreen, Delaware County Tourism Director, addressed the Council regarding the Historic Route 20 Association and their work to install Historic Route 20 Signage. Delaware County Tourism was approached about the signage project and they feel it is a beneficial project. The Tourism Committee is recommending the City participate in this project.

The Council reviewed the proposal, noting there would be three sets of signs placed along Historic Route 20 in the City and the City would be responsible for the installation and maintenance of the signs.

Motion by Poynor, seconded by Struble to adopt R-087-2017 Resolution Declaring Support and Intent of Placement of Historic Route 20 Signage on the City Maintained Road. Motion carried, all ayes.

Request to set alley grade along West Main Street

Jason Wenger, The Burrington Group representing Joe Hildebrand, stated that they are requesting the alley be elevated to facilitate re-development of the area. The request is in accordance with the City's comprehensive plan. Mr. Wenger reviewed the proposed plans for the elevation of the alley.

Paul Roussell, adjacent property owner, commented that he has concerns about where the alley elevation will begin in relation to his property.

Randy Hahn, adjacent property owner, commented that he is opposed to an elevation change and is concerned about flooding in that area.

The Council discussed with those present the impact of the elevation on flooding; vacation of the alley or keeping it open; access to the properties; potential modifications to the alley elevation; and permits for development.

Mayor Kramer asked Mr. Wenger to revise the plans for the alley elevation and bring them back to the Council for consideration.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

Reports

City Manager Vick updated the Council on the minor flooding that occurred the past weekend.

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


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
Thursday, August 10, 2017

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

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

Also present: Jim Hauschild, Perry Peterson, Doug Foley, Tim Heims, Mike Ryan, Jason Haight, Joe Hildebrand, Ryan Wicks, Jason Wenger.

Items discussed at the committee meeting were: Downtown Utility Improvement Project, 2018 Street Project, Alley Grade Change, Local Option Sales Tax, Special Event Application, and Mural Art Project.

Department reports and engineering updates were given.

The meeting adjourned at 5:09pm.


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 14, 2017

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

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

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

Consent Agenda

2.1 Approval of the minutes of the July 24, 2017 City Council meeting

2.2 R-088-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the July 20, 2017 Library Board meeting
- July 2017 Statistical Report for the Library
- July 2017 Wastewater Reports
- minutes of the August 7, 2017 Parks & Recreation Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Kwik Star #790
- Renewal Application for On Premise Class C Liquor License with Outdoor Service and Sunday Sales for Fireside Pub & Steakhouse

2.5 Downtown/Commercial Incentive Program Applications

- Commercial Facade Grant Application in the amount \$2,058.00 for the west side of 704 East Main Street (Sister Hill)
- Commercial Interior Grant Application in the amount of \$7,500.00 for 704 East Main Street (Sister Hill)

2.6 Downtown/Commercial Incentive Program Payment Requests

- Facade Grant in the amount of \$1,774.72 to Wicks Enterprises for the property at 111 West Main Street

2.7 Ordinance 007-2017 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, second consideration and adoption

2.8 Approval of Pay Estimate #5 in the amount of \$391,053.06 to Top Grade Excavating for the 2017 Street Improvement Project

2.9 R-089-2017 Resolution Approving Engineering Agreement (River Bank Restoration Project)

2.10 Approve the request of the Police Chief to sell a forfeited 2002 Chevrolet Impala LS

2.11 R-090-2017 Resolution Amending Salary Resolution (Seasonal)

2.12 R-091-2017 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the Downtown Park Phase 1 Project

2.13 Fire Department Transfer Request

2.14 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	PD TONER	154.90
AFLAC	AFLAC-NONTAX	890.70

ALLIANT ENERGY	ELECTRICITY	26,283.80
AMAZON	LIB MATERIALS	406.85
AMERICAN BANKERS INS CO	FLOOD INSURANCE	3,184.00
AMERICAN BUTTON MACHINES	MACHINE & SUPPLIES	432.95
AMERICAN SEWER PARTS & CLEANING	SUPPLIES	30.68
ASCAP	LICENSE	344.13
BAKER & TAYLOR BOOKS	LIB MATERIALS	2,305.04
BARD MATERIALS	STREET MATERIALS	77.54
BARRON MOTOR, INC	SUPPLIES	144.90
BLACK HAWK CO HEALTH DEPT	CONCESSION INSPECTIONS	568.00
BOOK PAGE	SUBSCRIPTION	324.00
BOUBIN TIRE & AUTOMOTIVE	FLAT REPAIR	21.55
BROWN SUPPLY COMPANY	OPERATING SUPPLIES	175.50
BUNTING, CLIFFORD	MILEAGE REIMB	44.94
CENGAGE LEARNING, INC	LIB MATERIALS	155.15
CENTER POINT	LIB MATERIALS	258.84
CITY LAUNDERING, INC	LIB MAINTENANCE	243.65
CITY OF MANCHESTER	WA/SW/GA	1,002.38
CITY OF MANCHESTER-FLEX	MED FLEX	3,922.83
COLLECTION SERV CENTER	CHLD SUPP BI-WK	932.10
COLOFF DIGITAL, INC	WEBSITE	179.00
DARRIN SIEFKEN	WW SAFETY ROCKS	1,097.00
CREATIVE PRODUCT SOURCE	PD SUPPLIES	174.40
CUTTING EDGE GRAPHICS	HERO HUSTLE SHIRTS	552.49
HORACE DAVIS	REFUND SEIBERT DEPOSIT	50.00
DEL CO ABSTRACT CO	ABSTRACT	320.00
DELAWARE INVESTMENTS	SAVINGS PLAN	1,500.00
DELHI LUMBER	BUILDING MATERIALS	59.37
DEMCO	LIB EVENTS	471.28
DEPARTMENT OF THE TREASURY	2ND QTR, FORM 720	13.02
DIAMOND VOGEL PAINTS	PAINT	1,195.80
DOLAN INSURANCE AGENCY	INSURANCE	448.00
DON & WALT	PARTS & SUPPLIES	2,133.26
DYERSVILLE COMMERCIAL	PUBLICATIONS	283.35
ECIA	RPA FY 18 LOCAL MATCH	4,259.00
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	45,047.95
ELECTRICAL ENGINEERING &	REPAIR WELL 6 GENERATOR	2,671.66
ELM USA, INC	LIB MAINTENANCE	50.00
ENGELKEN, ALEX	SOCCER INSTRUCTOR	150.00
ENGINEERED EQUIPMENT	PARTS	4,803.00
EQUIPMENT MANAGEMENT	SUPPLIES	1,156.00
FAREWAY STORES, INC	CONCESSIONS	343.74
FASTENAL COMPANY, INC	SHOP SUPPLIES	4,127.34
FEHR GRAHAM	ENGINEERING FEES	22,279.05
THE FISH SHACK	MAINTENANCE	75.00
FOLSOM, KRISTY	REIMB SUPPLIES	287.86
GALLS	CARNICLE UNIFORM	255.85
GEORGEN AUTO	VEHICLE MAINT	700.65
GOOD NEIGHBOR SOCIETY	SENIOR WELLNESS FAIR	50.00
GRUNDY NATIONAL BANK	XMAS CLUB	970.00

HARLAND TECHNOLOGY SERVICE	COMPUTER MAINT CONTRACT	2,208.20
HAUSCHILD, JAMES R	REIMB FUEL	20.30
HAWKINS, INC.	CHEMICALS	676.30
HERITAGE PRINTING, INC	SUPPLIES	42.50
HITECH COMMUNICATIONS, LLC	LIB MAINTENANCE	574.00
HORSFIELD CONSTRUCTION	S 5TH ST FINAL RETAINAGE	16,939.22
HYDRITE CHEMICAL CO, INC	POOL CHEMICALS	987.00
IA DEPT OF AGRICULTURE	LICENSE	75.00
IA LAW ENFORCEMENT ACADEMY	WESSELS FIREARMS RECERT	50.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	144.20
IDNR	CONSTRUCTION PERMIT APP	100.00
IDNR	WW DISPOSAL PERMIT	100.00
IMFOA	DUES	50.00
IMWCA	WORK COMP INSURANCE	42,052.00
INGRAM LIBRARY SERVICES,	LIB MATERIALS	260.42
INTERSTATE INDUST SERVICE	WTR PRESSURE TRANSMITTER	1,908.86
IPERS	IPERS	44,402.40
ISU	INSECT ZOO	436.67
J & R SUPPLY	METER COUPLING	1,015.00
JOHN DEERE FINANCIAL	SUPPLIES	291.45
K & W COATINGS	WATER TOWER MAINT	4,100.00
KARR, LLC	PD SUPPLIES	1,010.34
KBI WAREHOUSE & DISTRIBUT	REMU RENTAL/SWEEPING	750.00
KMCH	PUBLIC ANNOUNCEMENTS	500.00
KOCH BROTHERS, INC	COPIER MAINTENANCE	397.36
KRAMER, MILT L	ECIA MILEAGE REIMB	94.16
LAHR REPAIR, INC	PARTS	254.46
LANDSCAPES BY CHILDSPLAY INC	LIB SUPPLIES	116.74
LANGEL, JANICE	UNIFORM EMBROIDERY	120.00
LINCOLN AQUATICS	CHEMICALS	79.92
MANCHESTER MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	81.59
MANCHESTER PIZZA RANCH	CONCESSIONS	298.25
MANCHESTER SIGNS	WW BANNER	130.00
MARLA'S SCREEN PRINTS & MORE	RHUBARB T-SHIRTS	651.86
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	100.00
IOWA OFFICE INTERIOR	SUPPLIES	380.28
MCGREAL, AMANDA	REIMB SUPPLIES	89.11
MEDIACOM	PHONE & INTERNET	436.76
MIDWEST PATCH	PATCHING	1,016.80
MIDWEST TAPE	LIB MATERIALS	545.11
MIDWEST WHEEL COMPANIES	FD PARTS	326.60
MIKE L VORWARD	MOW CONTRACT	300.00
MIRACLE RECREATION EQUIP	SEIBERT PARK	496.88
PREMIER PARTS	PAINT	23.36
NICC	MREP MEDIACOM	1,258.80
ON-SITE INFORMATION DESTR	SHREDDING	100.00
ONEIDA SIGNS	RACE MEDALS	91.50
ORKIN EXTERMINATION	BUILDING MAINTENANCE	725.25
OVERDRIVE	SUBSCRIPTION	914.04
PETERS LAW OFFICE	LEGAL FEES	920.00
PITNEY BOWES	POSTAGE, INK	1,130.88

PLASTIC RECYCLING OF IOWA	TABLES	2,350.00
POSTMASTER	POSTAGE	544.78
PRONTO MART	FD FUEL	152.21
PROQUEST, LLC	SUBSCRIPTION	680.00
RADIO COMMUNICATIONS,INC	FD MAINTENANCE	323.12
REGIONAL MEDICAL CENTER	PHYSICAL	13.50
RELIANCE STANDARD LIFE INS	INSURANCE	426.15
ROGERS, GREG	FACADE GRANT	9,277.56
THE ROPE WARRIOR	LIB MATERIALS	17.00
SCHUMACHER ELEVATOR,INC	LIB MAINTENANCE	157.97
SCHWAN'S HOME SERVICE	CONCESSIONS	760.03
SENSUS METERING SYSTEMS,	SOFTWARE SUPPORT	1,715.95
SHERE, ANGELA	REIMB SUPPLIES	335.71
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	4,877.84
SMOCK, JEFF	REIMB MILEAGE	98.44
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	220.30
STATE HYGENIC LABORATORY	LAB TESTS	234.00
STATE LIBRARY OF IOWA	LIB SUBSCRIPTION	394.97
SUE'S FLOWER & GARDEN CTR	SUPPLIES	598.85
SUNSHINE BOY WINDOW CLEANING	LIB MAINTENANCE	144.00
TAUKE, MATT	REIMB UNIFORM	127.15
TEAMSTERS LOCAL 238	UNION DUES	347.00
TELEGRAPH HERALD	SUBSCRIPTION	296.81
GAZETTE COMMUNICATIONS,INC	SUBSCRIPTION	301.60
THOMAS, LAURA	MPI MILEAGE REIMB	157.29
THREE RIVERS FS	FUEL	3,725.38
TREASURER STATE OF IOWA	STATE TAX	6,823.00
TRUMBLEE, DAVID	REIMB TRAVEL	18.62
ULINE	LABELS	42.66
UPS	WTR DEPT SHIP FEE	66.34
US CELLULAR	MOBILE PHONE	360.07
VANTAGE TRANSFER AGENTS	ICMARC	1,543.92
VICK, TIMOTHY J	REIMB MILEAGE IACMA	218.28
VISION SERVICE PLAN	INSURANCE	586.80
WALMART COMMUNITY/RFCSLLC	SUPPLIES	446.07
WELLMARK	INSURANCE	32,656.74
WHITE, JASON	UNIFORM/BOOTS	141.84
WINDSTREAM	LIB PHONE	1,134.79
WOODS, JULIE	REIMB HERO HUSTLE SUPPLIES	219.20
WRIGHT, CHAD	REIMB TRAVEL	22.90
PAYROLL CHECKS		131,236.83
DEPOSIT REFUNDS ON 8/01/2017		60.23
TOTAL ACCOUNTS PAYABLE		471,266.97
	FUND TOTALS	
	GENERAL	226,631.36
	HOTEL MOTEL TAX	572.36
	ROAD USE TAX	41,772.17
	EMPLOYEE BENEFIT	59,807.41
	POLICE SPECIAL USES	96.66
	TIRRILL TRUST	1,962.98

	PARK GIFT & TRUST	771.69
	LIBRARY GIFT & TRUST	1,785.53
	CAPITAL PROJECTS	463.75
	DOWNTOWN INCENTIVE	9,334.18
	WHITewater PARK PROJECT	9,702.55
	STREET PROJECTS	23,657.17
	FEMA CAPITAL PROJECTS	373.50
	WATER	45,704.36
	WATER CAPITAL PROJECT	3,150.00
	SEWER	42,331.30
	SEWER CAPITAL PROJECT	3,150.00
	TOTAL	471,266.97

Public Hearing

At 5:12pm, Mayor Kramer opened the Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area.

City Manager Vick informed the Council that the amendment will allow for the use of up to \$250,000 of Urban Renewal/Tax Increment Financing (TIF) funds to finance infrastructure improvements along East Delaware Street and South Tama Street. The proposed project includes installing new water main and services along East Delaware Street and relocating the sanitary sewer on South Tama Street.

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

Motion by Behnken, seconded by Stelken to adopt R-092-2017 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision

Mayor Kramer informed the Council that he had received a request from Paul Roussell and Randy Hahn to have the ordinance placed on the agenda for its third reading. Mayor Kramer noted this issue has been discussed at several prior meetings.

The Council discussed with those present the issue of vacating or keeping the alley open; the elevation of the alley; access to adjacent properties; future development; the value of the alley; the City's comprehensive plan; the impact of the elevation on flooding in the area; the dispute among the property owners; and the need to resolve this issue

Motion by Stelken, seconded by Behnken to adopt Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision. ON CALL OF ROLL: AYES: None. NAYS: Stelken, Behnken, Poyner, Sherman. Motion failed.

Request to set alley grade along West Main Street

Jason Wenger, The Burrington Group, reviewed the proposed plans for the elevation of the alley, noting that the elevation would begin 128 feet from River Street.

Following discussion, motion by Sherman, seconded by Behnken to approve the elevation of the alley starting approximately 128 feet from River Street and directed City Staff to work with The Burrington Group to review and approve plans once finalized. Motion carried, all ayes.

R-093-2017 Resolution Relating to an Election for the Imposition of a Local Sales and Service Tax in the amount of One Percent (1%) for the City of Manchester, Iowa, to be effective January 1, 2020 until December 31, 2029, and Specifying the Purposes to which the Revenues shall be Applied

City Manager Vick informed the Council that the proposed resolution will authorize the placement of the Local Option Sales and Service Tax renewal on the ballot for the November 7, 2017 election. The proposal for the use of the revenues, if approved, would be 90% for Street Construction and Maintenance and 10% for Bikeway/Walkway Construction and Maintenance.

Motion by Stelken, seconded by Struble to adopt R-093-2017 Resolution Relating to an Election for the Imposition of a Local Sales and Service Tax in the amount of One Percent (1%) for the City of Manchester, Iowa, to be effective January 1, 2020 until December 31, 2029, and Specifying the Purposes to which the Revenues shall be Applied. Motion carried, all ayes.

R-094-2017 Resolution Approving Offer to Buy Real Estate and Acceptance

Mayor Kramer informed the Council that the City has reached an agreement with Soppe & McCrabb for the City to purchase a little over seven acres for the eventual construction of a new City Shop at a price of \$150,000.00 for the land.

Council Member Sherman commented that the City has budgeted for the land.

Motion by Poynor, seconded by Behnken to adopt R-094-2017 Resolution Approving Offer to Buy Real Estate and Acceptance. Motion carried, all ayes.

Mural Art Project

Mayor Kramer reviewed the proposal for the mural art project on the wall south of the Marion Street Bridge. The Parks and Recreation Commission has reviewed the proposal and they are supportive of the project. Manchester Good to Great also reviewed the proposal and have committed \$5,000 toward the mural.

Council Member Behnken expressed her opposition to the project, stating she felt it would take away from the natural beauty of the area.

City Manager Vick informed the Council that the cost of the mural is \$12,000, noting the artist is from Waverly and has ties to the Manchester area so has offered to paint the mural at about half of his normal fee.

Following discussion, motion by Stelken, seconded by Struble to approve the proposal from Dan Hatala for a large scale mural on the wall south of the Marion Street Bridge at a cost of \$12,000. ON CALL OF ROLL: AYES: Stelken, Struble, Poynor, Sherman. NAYS: Behnken. Motion carried.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

Jason Wenger, The Burrington Group, updated the Council on the Norby development project.

Reports

City Manager Vick informed the Council that the Smitty's demolition project was nearing completion; that a signed copy of the airport layout plan had been received from the FAA; that he has been working with a potential developer in the Industrial Park; and that the auditors would be starting work next week.

Council Member Stelken commented that there are trees that need to be trimmed on West Delaware Street and West Marion Street as they are covering some signs.

Mayor Kramer informed the Council that the aquatic center would be operating on shortened hours due to lack of staffing with lifeguards starting school and fall sports practices.

Ryan and Angie Wicks thanked the City Council for the financial assistance provided through the downtown incentive program for the improvements on their building on West Main Street.

Motion by Behnken, seconded by Sherman that the meeting adjourn at 6:10pm. Motion carried, all ayes.


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 28, 2017

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

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

City Manager Vick asked that Tom Amthauer with the Country Cruisers Car Club be added to the agenda. Motion by Stelken, seconded by Struble to approve the agenda as amended. Motion carried, all ayes.

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.

Consent Agenda

2.1 Approval of the minutes of the August 10, 2017 Committee of the Whole meeting and the minutes of the August 14, 2017 City Council meeting

2.2 R-095-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the July 2017 Wastewater Activity Report
- the minutes of the August 9, 2017 Planning and Zoning Commission meeting

2.4 Ordinance 007-2017 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 R-096-2017 Resolution Amending Salary Resolution

2.6 Approve payment of claims totaling \$17,733.95 to Fehr Graham for engineering services

2.7 Approve the request of Delaware County Tourism for financial assistance in the amount of \$801.25 to allow Caryssa Philgreen, Tourism Director, to attend the Iowa Tourism Conference

2.8 Approve payment in the amount of \$53,651.00 to Mark Fink for the demolition of the buildings at 228-314 West Main Street

2.9 R-099-2017 Resolution Waiving Right to Review Plat (Domeyer)

2.10 Approve the bid of Philipppson Concrete Construction for the Veteran's Memorial parking lot in the amount of \$13,998.75

2.11 Motion to set September 25, 2017 as the date and time for a Public Hearing on the alley vacation request from Community Savings Bank

2.12 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER	74.95
ACCESS SYSTEMS LEASING	CONTRACT	340.56
ADDOCO	PLAYGROUND MULCH	803.75
AFLAC	PAYROLL WITHHOLDING	445.35
ALLIANT ENERGY	ELECTRICITY	2,218.53
AMERICAN BUTTON MACHINES	MACHINE & SUPPLIES	432.95
AMERICAN SEWER PARTS	SUPPLIES	30.68
ANDERSON WELDING	PIPE	17.48
ASCAP	LICENSE	344.13
BAKER & TAYLOR BOOKS	LIB MATERIALS	907.73

BARD MATERIALS	STREET MAINT	1,535.45
BARRON MOTOR	VEHICLE SUPPLIES	144.90
BECKER, BEV	REPAIRS	153.57
BLACK HAWK CO HEALTH DEPT	POOL INSPECTION	568.00
BLACK HILLS ENERGY	GAS	1,786.16
BOUBIN TIRE & AUTOMOTIVE	SPIN BALANCE	18.00
BROWN SUPPLY COMPANY	DYE STRIPS	175.50
BUNTING, CLIFFORD D	REIMB MILEAGE EIRHA	44.94
CITY LAUNDERING	LIB MAINTENANCE	97.46
CITY OF MANCHESTER	COMPLEX WATER	363.35
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDING	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDING	466.05
COLOFF DIGITAL	WEBSITE	179.00
CORKERY, KATHY	REIMB CHAIRS	541.26
CORNERSTONE CONCRETE CONSTR	STREET MAINT	1,000.00
CUTTING EDGE GRAPHICS	HERO HUSTLE SHIRTS	552.49
D & S PORTABLES	SOCCER FIELD	110.00
DEL CO ABSTRACT CO	ABSTRACT	320.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	946.90
DEL CO TREASURER	TAXES	5,878.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDING	375.00
DELHI LUMBER	LUMBER	59.37
DEMCO	LIB PROGRAMS	234.33
DIAMOND VOGEL PAINTS	PAINT	1,195.80
DOLAN INS AGENCY	INSURANCE	448.00
DON & WALT	CURB BOX SUPPLIES	2,223.50
WOODWARD COMMUNICATIONS	PUBLICATIONS	61.00
ECIA	GRANT WRITING	4,421.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDING	21,417.47
ELM USA	MAINTENANCE	25.00
ENGELKEN, ALEX	SOCCER INSTRUCTION	150.00
ENGINEERED EQUIPMENT	PARTS	4,803.00
EQUIPMENT MANAGEMENT	SUPPLIES	1,156.00
ERIN LEARN PETTY CASH	START-UP CASH: HERO HUSTLE	300.00
F & W SERVICE COMPANY	LIFT INSPECTION	274.00
FAREWAY STORES	POOL CONCESSIONS	74.61
FASTENAL COMPANY	CALIBRATION GAS	429.13
FOLSOM, KRISTY	REIMB SUPPLIES	231.44
GALLS	SUPPLIES	161.28
GEORGEN AUTO	VEHICLE MAINT	700.65
CHRISTOPHER GIENAPP	DOOR REPAIR	92.00
GOOD NEIGHBOR SOCIETY	SENIOR WELLNESS FAIR	50.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDING	485.00
HARLAND TECHNOLOGY SERVICE	SOFTWARE SUPPORT	5,576.20
HAUSERS WATER CONDITIONING	CHEMICALS	20.00
HAWKINS	CHEMICALS	566.90
HENDERSON PRODUCTS	PRESSURE VALVE	51.00
IA DEPT OF AGRICULTURE	LICENSE	75.00
IA PARK & REC ASSOC	IPRA TICKETS (RESALE)	2,300.00
IAHO	MEMBERSHIP	30.00
IDNR	NPDES PERMIT	210.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	178.12

IPERS	PAYROLL WITHHOLDING	21,704.80
ISU	INSECT ZOO	436.67
J & R SUPPLY	WRAPAROUND	1,015.00
JOHN DEERE FINANCIAL	SUPPLIES	291.45
K & W COATINGS	MAINTENANCE	4,100.00
KARR	SUPPLIES	751.43
KLUESNER SANITATION	GARBAGE/RECYCLING	20,471.05
KMCH	PRESS RELEASES	500.00
KRAMER, MILT L	REIMB MILEAGE	47.08
LAHR REPAIR	REPAIRS	233.32
LANDSCAPES BY CHILDSPLAY	TREES	527.00
LANGEL, JANICE	UNIFORM SUPPLIES	120.00
LEARN, ERIN	MILEAGE REIMB	142.31
LINCOLN AQUATICS	CHEMICALS	79.92
MADLOM, JEFF	REIMB FLOWERS	100.00
MANCHESTER MOTOR SUPPLY	SUPPLIES	81.59
MANCHESTER PIZZA RANCH	POOL CONCESSIONS	298.25
WOODWARD COMMUNICATIONS	LEGAL PUBLICATIONS	524.59
MARLA'S SCREEN PRINTS & MORE	UNIFORM SUPPLIES	171.00
MARTIN EQUIP OF IA-IL	SUPPLIES	201.57
MIDWEST PATCH/HI-VIZ SAFETY	SIGNS	1,192.30
MIDWEST TAPE	LIB MATERIALS	167.97
MIKE L VORWARD	MOWING CONTRACT	100.00
MIRACLE RECREATION EQUIP	PLAYGROUND EQUIP	496.88
PREMIER PARTS	PARTS	23.36
NORTHERN IOWA TREE CARE	TREE REMOVAL	3,050.00
ON-SITE INFORMATION DESTR	SHREDDING	100.00
ONEIDA SIGNS, LLC	RHUBARB MEDALS	91.50
ORKIN EXTERMINATION	EXTERMINATOR	725.25
PETERS LAW OFFICE	PROFESSIONAL SERVICES	920.00
PITNEY BOWES	INK	122.38
PLASTIC RECYCLING OF IA FALLS	HEX TABLE	2,350.00
PRONTO MART	FD SUPPLIES	14.77
REMOTE ALARMS AND CONTROLS	CATALYST TEST	200.00
REGIONAL MEDICAL CENTER	PHYSICAL	245.50
SALOW MECHANICAL INSULATION	WWTP INSULATION	200.00
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	354.22
SHERE, ANGELA	REIMB SUPPLIES	112.49
SIMON'S LAWN CARE & MAINT	TIRRILL HYDRO & TACK	5,442.84
SMOCK, JEFF	MILEAGE REIMB	239.68
SOLUTIONS MANAGEMENT GROUP	PRINTER	220.30
STATE HYGIENIC LABORATORY	LAB TESTS	500.00
STATE LIBRARY OF IOWA	SUBSCRIPTION	335.74
STETSON BLDG PRODUCTS, IN	SUPPLIES	170.10
SUE'S FLOWER & GARDEN CTR	LANDSCAPE SUPPLIES	393.25
SULLIVAN, EMILY	LIFEGUARD RECERT	50.00
TAUKE, MATT	REIMB UNIFORM	127.15
TEAMSTERS LOCAL 238	UNION DUES	347.00
THREE RIVERS FS	FUEL	3,725.38
TOP GRADE EXCAVATING	PAY #5: 2017 STREETS	391,903.06
TREASURER STATE OF IOWA	PAYROLL WITHHOLDING	3,382.00
TRUMBLEE, DAVID	REIMB UNIFORM SUPPLIES	296.92

ULINE	LABELS	42.66
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDING	771.96
WALMART COMMUNITY	SUPPLIES	480.90
WEINER'S STUMP REMOVAL	STUMP REMOVAL	417.50
WELLMARK	PAYROLL WITHHOLDING	2,266.99
WHITE, JASON	REIMB SUPPLIES	15.25
WICKS ENTERPRISES	FACADE GRANT: 111 W MAIN	1,774.72
WINDSTREAM	PHONE & INTERNET	252.43
WOODS, JULIE	REIMB SUPPLIES	219.20
WRIGHT, CHAD	REIMB MEAL	32.43
PAYROLL CHECKS		60,138.97
TOTAL ACCOUNTS PAYABLE		605,591.59
	FUND TOTALS	
	GENERAL	135,402.59
	HOTEL MOTEL	91.50
	ROAD USE TAX	24,062.21
	POLICE SPECIAL USES	50.00
	ACQUISITION/DEMOLITION	5,878.00
	TIRRILL TRUST	555.93
	PARK GIFT & TRUST	3,401.67
	LIBRARY GIFT & TRUST	1,288.46
	DOWNTOWN INCENTIVE	1,774.72
	WHITEWATER PARK PROJECT	1,189.00
	STREET PROJECTS	392,018.09
	WATER	20,218.76
	SEWER	19,660.66
	TOTAL	605,591.59

Public Hearing

At 5:17pm, Mayor Kramer opened the Public Hearing on the Proposed Contract Documents and Estimated Costs for the 2017 Utility Improvement Project.

City Manager Vick reviewed and discussed the proposed project with the Council.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:23pm.

Motion by Struble, seconded by Poynor to adopt R-097-2017 Resolution Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the 2017 Utility Improvement Project. Motion carried, all ayes.

Mayor Kramer informed the Council that six bids had been received for the 2017 Utility Improvement Project with the lowest bid of \$208,432.50 received from Tschiggfrie Excavating.

Motion by Stelken, seconded by Sherman to adopt R-098-2017 Resolution Awarding Contract for the 2017 Utility Improvement Project. Motion carried, all ayes.

Development Agreement

City Manager Vick informed the Council that the Development Agreement is with PEG Enterprises, LLC (Jason Putz, Physical Therapy Solutions) for the development of a 9,998 square foot commercial office

building on South 11th Street. The agreement provides for the waiving of the water and sewer connection fees and the approval of an Urban Revitalization Plan application for a 10 year sliding scale property tax exemption.

Following review, motion by Sherman, seconded by Poynor to adopt R-100-2017 Resolution Authorizing Development Agreement with PEG Enterprises, LLC. Motion carried, all ayes.

Tank Removal Proposals

City Manager Vick informed the Council that two proposals have been received for the removal of three underground storage tanks found at 304 West Main Street. City Staff is recommending the City Council approval the low proposal from EB Solutions with a quote of \$7,820, plus Mark Fink's quote of \$1,600 for the tank removal. The project costs are eligible for reimbursement through a program conducted by Cunningham & Lindsey.

Motion by Poynor, seconded by Struble to accept the proposal in the amount of \$9,420 from EB Solutions and Mark Fink for the removal of three tanks at 304 West Main Street. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

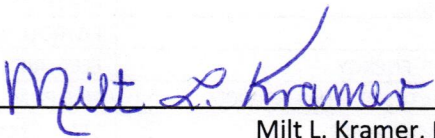
Reports

City Manager Vick informed the Council that the Hero Hustle triathlon and the Hartwick Huskys final ski show were held on Sunday and both went well. The "Movie in the Street" will be on Saturday, September 2, and work on the mural began today.

Council Member Sherman noted that the Dog Park Committee would be meeting on August 29 and he planned to attend.

Council Member Stelken asked if the City had ever considered giving an incentive to property owners that have to water their grass following a street project.

Motion by Struble, seconded by Stelken to adjourn at 5:40pm. Motion carried, all ayes.


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 11, 2017

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

Roll call of members present: Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble, Dean Sherman (Council Member Sherman arrived at 5:03pm). Absent: None.

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

Mayor Kramer presented a proclamation in recognition of the Northeast Iowa Council of the Boy Scouts of America's 100th Anniversary and designating September 17-23, 2017 as Boy Scouts of America Week.

Consent Agenda

2.1 Approval of the minutes of the August 28, 2017 City Council meeting

2.2 R-101-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the September 6, 2017 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Native Wine Permit for The Bread Basket - Manchester

2.5 R-102-2017 Resolution Amending Salary Resolution

2.6 Downtown Incentive Program Grant Payments

- Awning Grant in the amount of \$851.35 to John Georgen for the property at 216 West Marion Street
- Facade Grant in the amount of \$10,967.28 to John Georgen for the property at 216 West Marion Street
- Commercial Interior Grant in the amount of \$7,500.00 to John Georgen for the property at 216 West Marion Street

2.7 R-103-2017 Resolution Approving Preliminary Plat (Hildebrand Subdivision)

2.8 R-104-2017 Resolution Approving Final Plat (Hildebrand Subdivision)

2.9 Approval of the Consent Agenda

Council Member Sherman arrived at 5:03pm.

The Council reviewed and discussed the items on the Consent Agenda. Motion by Behnken, seconded by Stelken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	569.30
ALLIANT ENERGY	ELECTRICITY	4,824.24
APPARATUS TESTING SERVICES	FIRE PUMP CERTIFICATION	904.25
BARD MATERIALS	STREET MAINTENANCE	639.50
BARRON MOTOR	SUPPLIES	89.18
BECKER ELECTRIC	BUILDING MAINTENANCE	286.43
BOLAND RECREATION	SAFETY SURFACE	260.00
BULICEKS LANDING	NEIRL MEETING	38.00
BUSHEL & A PECK	SUPPLIES	49.90
CITY LAUNDERING	SUPPLIES	365.08
CITY OF MANCHESTER	SPORTS COMPLEX UTILS	174.74
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
COLOFF DIGITAL, INC	WEBSITE	179.00
CUTTING EDGE GRAPHICS	HERO HUSTLE T-SHIRTS	3,042.90

D & S PORTABLES	HERO HUSTLE RENTALS	100.00
DATA TECHNOLOGIES	REGISTRATION FEES	245.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	BUILDING MAINTENANCE	110.00
DUBUQUE FIRE EQUIPMENT	FIRE MAINTENANCE	480.90
WOODWARD COMMUNICATIONS	HERO HUSTLE AD	200.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,676.32
ERIN LEARN PETTY CASH	REIMB PETTY CASH	89.92
FALLER, KINCHELOE & CO, PLC	AUDIT	7,500.00
FAREWAY STORES	SUPPLIES	221.05
FASTENAL COMPANY	SUPPLIES	10.29
FEHR GRAHAM	ENGINEERING	17,733.95
MARK FINK	DEMOLITION	53,651.00
GEORGEN AUTO	REPAIR	24.79
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HATALA ILLUSTRATION	MURAL PAINTING @ WHITEWATER	3,000.00
HAUSERS WATER CONDITIONING	CHEMICALS/SALT	4,240.00
HAWKINS	CHEMICALS	276.50
HENDERSON PRODUCTS	PRESSURE VALVE	25.50
IA RURAL WATER ASSOC	REGISTRATIONS	420.00
IMFOA	REGISTRATION FEE	125.00
J & R SUPPLY	GUARDIAN BLADE	275.00
JOHN DEERE FINANCIAL	SUPPLIES	671.35
KARR, LLC	SUPPLIES	48.97
KLUESNER SANITATION	HERO HUSTLE GARBAGE	60.00
KMCH	ANNOUNCEMENTS	600.00
KRAMER, MILT L	MILEAGE REIMB	59.86
MANCHESTER MOTOR SUPPLY	PARTS	195.43
MANCHESTER PIZZA RANCH	CONCESSIONS	90.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	828.36
MANCHESTER SIGNS	HERO HUSTLE BANNER	124.50
MARTIN EQUIP OF IA-IL	COUPLER	6.42
MEDIACOM	PHONE/INTERNET	433.02
MES - MIDAM	SUPPLIES	32.59
MYERS-COX CO	CONCESSIONS	2,170.48
NORSOLV, INC	SOLVENT	134.95
ON-SITE INFORMATION DESTR	SHREDDING	45.00
OPERATION NEW VIEW	CONTRIBUTION	2,000.00
PETERS LAW OFFICE	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE	201.72
POSTMASTER	UTILITY BILLING POSTAGE	544.26
PRONTO MART	FD SUPPLIES	3.00
RADIO COMMUNICATIONS	TECH SERVICE	42.50
RELIANCE STANDARD LIFE INS	INSURANCE	423.40
RIVER CITY STONE	STREET MAINTENANCE	2,301.82
SCHROEDERS CASH SUPPLY	SUPPLIES	95.00
SIMON'S LAWN CARE & MAINT	CONTRACT MOWING	5,115.34
SMOCK, JEFF	REIMB MILEAGE	164.78
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,219.00
TREKMAN RACING	TIMING SERVICES	1,456.44
UPS	SHIPPING	57.65

US CELLULAR	CELL PHONES/DATA	292.10
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VICK, TIMOTHY J	MILEAGE REIMB	52.43
VISION SERVICE PLAN	INSURANCE	594.72
WAGeworks	FLEX PLAN PAYMENTS	1,429.86
WELLMARK	INSURANCE	26,615.85
WINDSTREAM	PHONE/INTERNET	1,138.05
PAYROLL CHECKS		52,330.42
	FUND TOTALS	
	GENERAL	80,441.89
	HOTEL MOTEL TAX	3,000.00
	ROAD USE TAX	12,327.99
	EMPLOYEE BENEFIT	24,168.80
	POLICE SPECIAL USES	46.66
	TAX INCREMENT FINANCING	14.55
	ACQUISITION/DEMOLITION	53,651.00
	TIRRILL TRUST	314.90
	PARK GIFT & TRUST	4,983.84
	WHITEWATER PARK PROJECT	4,671.45
	STREET PROJECTS	5,889.41
	WATER	18,107.91
	WATER CAPITAL PROJECTS	3,600.00
	SEWER	12,449.94
	SEWER CAPITAL PROJECTS	3,600.00
	TOTAL	227,268.34

July 2017 Revenues:

FUND	AMOUNT
GENERAL	103,406.44
FRANCHISE FEES	66,677.56
HOTEL MOTEL TAX	20.00
FIRE TRUCK RESERVE	131.79
STREET EQUIPMENT RESERVE	979.11
ROAD USE TAX	67,097.97
EMPLOYEE BENEFIT	5,523.69
POLICE SPECIAL USES	4,250.93
EMERGENCY FUND	254.90
LOCAL OPTION SALES TAX	40,003.26
TAX INCREMENT FINANCING	1,257.88
PARK IMPROVEMENT	76.07
ACQUISITION/DEMOLITION	4,844.00
PARK GIFT & TRUST	3,939.87
LORA STEWART TRUST	0.08
LIBRARY GIFT & TRUST	1,340.51
POLICE CANINE	1.03
DEBT SERVICE	3,258.01
DOWNTOWN INCENTIVE	266.48
STREET IMPROVEMENT	3,649.00
FEMA CAPITAL PROJECTS	44,766.00
WATER	77,380.05

UTILITY DEPOSIT TRUST	1,297.05
WATER DEBT SERVICE	10,000.00
SEWER	104,385.02
SEWER REPLACEMENT	1,000.00
SEWER DEBT SERVICE	45,147.83
TOTAL REVENUES	590,954.53

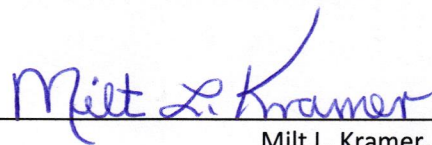
August 2017 Revenues:

FUND	AMOUNT
GENERAL	273,765.22
FRANCHISE FEES	2,260.98
ROAD USE TAX	69,345.79
EMPLOYEE BENEFIT	2,252.66
POLICE SPECIAL USES	3,057.00
LOCAL OPTION SALES TAX	40,451.42
ACQUISITION/DEMOLITION	10,000.00
PARK GIFT & TRUST	5,487.14
LIBRARY GIFT & TRUST	852.50
DOWNTOWN INCENTIVE	500.01
WATER	75,143.40
UTILITY DEPOSIT TRUST	825.00
WATER DEBT SERVICE	10,000.00
SEWER	93,676.52
SEWER REPLACEMENT	1,000.00
SEWER DEBT SERVICE	45,000.00
TOTAL REVENUES	633,617.64

Construction Project Updates

Brian McWilliams, Fehr Graham, updated the Council on the 2017 Utility Improvement Project.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 5:13pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
Thursday, September 21, 2017

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

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

Also present: Jim Hauschild, Perry Peterson, Doug Foley, Jason Haight, Chad Wulfekuhle, Mike Ryan, Tim Heims, Ryan Wicks, Jason Wenger.

Items discussed at the committee meeting were: 2017 Utility Improvement Project, Alley Grade Change, Right of Way Ordinance, Flood Land Lease Request, Northtown Estates Stormwater Retention Area, and Goal Setting.

Department reports and engineering updates were given.

The meeting adjourned at 5:26pm.



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 25, 2017**

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

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

Mayor Kramer noted that Consent Agenda Item 2.10 be removed from the agenda as it has not been finalized yet. Motion by Sherman, seconded by Struble to approve the agenda as amended. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the September 11, 2017 City Council meeting

2.2 R-105-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the August 2017 Wastewater Reports
- the minutes of the September 20, 2017 Planning & Zoning Commission meeting
- the August 2017 Statistical Report for the Library
- the minutes of the August 10, 2017 Library Board meeting

2.4 R-106-2017 Resolution Amending Salary Resolution

2.5 Review decision of the Board of Adjustment to approve the request of Matthew Mescher, 1208 North 5th Street, for an exception to Section 165.09(9.2) of the City Code to allow for an eighteen foot setback on the front property line

2.6 R-107-2017 Resolution Approving Fiscal Year 2016/17 Street Finance Report

2.7 Approve payment of invoices totaling \$33,885.05 to Fehr Graham for engineering services

2.8 R-108-2017 Resolution Approving Contract (2017 Utility Improvement Project)

2.9 R-109-2017 Resolution Approving Change Order #1 (2017 Utility Improvement Project)

2.10 R-110-2017 Resolution Authorizing Development Agreement with Community Savings Bank

REMOVED FROM THE AGENDA

2.11 R-111-2017 Resolution Establishing a Fee for Returned Payments to the City of Manchester, Iowa

2.12 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. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER LEASE	340.56
AFLAC	PAYROLL WITHHOLDINGS	569.30
ALLIANT ENERGY	ELECTRICITY	21,935.06
AMAZON	SUPPLIES	1,035.41
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,428.09
BECKER ELECTRIC	REPAIRS	187.14
BLAZE PUBLICATIONS	PUBLICATION	101.00
CENGAGE LEARNING	LIB MATERIALS	307.10
CENTER POINT	LIB MATERIALS	262.44
CITY LAUNDERING	LIB MAINTENANCE	97.46
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32

COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
DEL CO SOLID WASTE COMMISSION	LANDFILL	949.10
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELAWARE TRANSFER	DEMOLITION	7,650.00
DELTA INDUSTRIES	VENTILATOR UNIT	3,768.98
DEMCO	LIB SUPPLIES	30.82
DON & WALT	MAINTENANCE	355.98
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	348.12
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,663.31
ELM USA	MAINTENANCE	25.00
MARK FINK	CONCRETE REMOVAL	1,600.00
FOLEY, DOUG	REIMB MILEAGE	219.88
FOLSOM, KRISTY	REIMB SUPPLIES	38.78
GEORGEN, JOHN	DOWNTOWN INCENTIVE GRANT	19,318.63
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HATALA ILLUSTRATION	MURAL	9,000.00
HERITAGE PRINTING	SUPPLIES	151.50
HITECH COMMUNICATIONS	SUPPLIES	256.60
IA DIV OF LABOR SERVICES	POOL BOILER INSPECTION	40.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	82.20
INGRAM LIBRARY SERVICES	LIB MATERIALS	93.48
IPERS	PAYROLL WITHHOLDINGS	22,409.91
ISAACS, DALTON	COMPLIANCE	180.00
J & R SUPPLY	SUPPLIES	2,413.75
KARR	LIB SUPPLIES	532.80
KATHY'S SEWING SHOP	POLICE UNIFORM	22.00
KLUESNER SANITATION	GARBAGE/RECYCLING	20,501.68
KOCH BROTHERS	MAINTENANCE	204.44
KRAMER, MILT L	REIMB MILEAGE	94.16
MID AMERICA ADMINISTRATIVE	ACA FILING FEES	210.00
MIDWEST TAPE	LIB MATERIALS	647.11
MIKE L VORWARD	MOWING CONTRACT	50.00
NICC	FD TRAINING	158.00
NORTH IOWA K-9	RECERTIFICATION	150.00
OASIS PUMP SERVICE	MISC PROJECTS	6,633.50
PALMER HARDWARE	SUPPLIES	531.50
PITNEY BOWES	LIB LEASE	152.34
RIVER CITY STONE	MATERIAL	1,510.65
SIMON'S LAWN CARE & MAINT	MOWING	375.00
SMOCK, JEFF	REIMB MILEAGE	164.78
SOLUTIONS MANAGEMENT GROUP	PRINTER	191.66
STATE HYGIENIC LABORATORY	LAB TESTS	854.50
SUNSHINE BOY WINDOW CLEANING	LIB MAINTENANCE	44.00
SUPREME GREEN	MOWING	25.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	356.00
THE PENWORTHY COMPANY	LIB MATERIALS	217.81
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,432.00
TRUMBLEE, DAVID	REIMB MED FEES	146.65
USA BLUE BOOK	SUPPLIES	310.04
USA TODAY	SUBSCRIPTION	293.21
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96

WALMART COMMUNITY	SUPPLIES	361.74
WELLMARK	PAYROLL WITHHOLDINGS	2,124.07
WINDSTREAM	PHONE & INTERNET	1,316.20
PAYROLL CHECKS		53,225.39
TOTAL ACCOUNTS PAYABLE		213,707.16
	FUND TOTALS	
	GENERAL	112,704.15
	HOTEL MOTEL TAX	9,000.00
	ROAD USE TAX	15,235.60
	EMPLOYEE BENEFITS	210.00
	POLICE SPECIAL USES	180.00
	ACQUISITION/DEMOLITION	9,250.00
	TIRRILL TRUST	408.97
	PARK GIFT & TRUST	265.42
	LIBRARY GIFT & TRUST	1,099.09
	POLICE CANINE	150.00
	DOWNTOWN INCENTIVE	19,318.63
	WATER	14,777.53
	WATER CAPITAL PROJECT	7,838.75
	SEWER	23,269.02
	TOTAL	213,707.16

Public Hearing on the Rezoning Request of Delaware County ARC to rezone the property at 609 Jasper Street from R-4 (Multi-Family Residential Medium Density District) to C-1 (Neighborhood Commercial District)

Mayor Kramer informed the Council that Stephanie Althof and Larry Althof, Xpressions, have acquired Marla's Screen Printing and need a larger facility. They are requesting the building at 609 Jasper Street be rezoned to allow them to operate their screen printing operation at that location.

Stephanie Althof, Xpressions, explained that they have run out of space at the current location, and the larger building will allow them to expand and add staff. Marla & Randy are still working for them & active part of the business. Will be able to expand offerings & business in Manchester.

Steve Boeckenstedt, representing Delaware County ARC who owns the building, stated they felt it was a good use of the building.

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

The Council reviewed the rezoning request. City Manager Vick commented that the screen printing operation does not generate a lot of walk-in traffic, as most orders are handled by telephone or email, and will not likely have a significant impact on traffic in the neighborhood. City Manager Vick also noted that the proposed rezoning would be a conditional rezoning.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Sherman to approve the first consideration and adoption of Ordinance 008-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Motion by Stelken, seconded by Behnken to waive the second and third consideration of Ordinance 008-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Public Hearing on the proposed vacation of an alley described as the alley lying south of Lots 153 & 154 and north of Lots 189 & 190, Manchester, Iowa, according to plat recorded in Book I, L.D., Page 284
City Manager Vick reviewed the location of the proposed alley vacation with the Council.

Mayor Kramer opened the Public Hearing at 5:18pm.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:19pm.

Motion by Behnken, seconded by Sherman to approve the first consideration and adoption of Ordinance 009-2017 An Ordinance Vacating a Portion of an Alley described as an Alley Lying South of Lots 153 & 154 and North of Lots 189 & 190, Manchester, Iowa, according to Plat recorded in Book I, L.D., Page 284. Motion carried, all ayes.

TIF Report Presentation

Larry Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) District Report with the Council.

Motion by Poynor, seconded by Behnken to acknowledge receipt of the TIF Report. Motion carried, all ayes.

Riverbank Restoration Project

City Manager Vick informed the Council that two quotes had been received to repair the riverbank that was washed out during the 2016 flood event, noting that the City received FEMA funds to help cover the cost of repairing the riverbank to its pre-flood condition.

Ryan Wicks, Fehr Graham, informed the Council that the low quote for the repair work came from Tschiggfrie Excavating in the amount of \$57,443.91.

Motion by Sherman, seconded by Poynor to accept quote of Tschiggfrie Excavating in the amount of \$57,443.91 for the River Bank Restoration Project and to proceed with completion of the repair work. Motion carried, all ayes.

Ordinance 010-2017 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regulating Use of Public Right-of-Way

Motion by Behnken, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 010-2017 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regulating Use of Public Right-of-Way. Motion carried, all ayes.

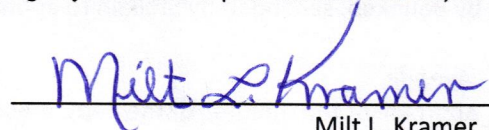
Construction Project Updates

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

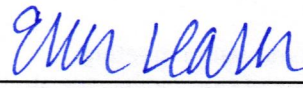
Reports

City Manager Vick informed the Council that there would be a neighborhood informational meeting on the 2018 Street Project on October 5, 2017, and that City Staff are currently working on updates to the capital improvement plan.

Motion by Stelken, seconded by Behnken that the meeting adjourn at 5:47pm. Motion carried, all ayes.


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 9, 2017

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

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

Motion by Behnken, seconded by Stelken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

- 2.1 Approval of the minutes of the September 21, 2017 Committee of the Whole meeting and September 25, 2017 City Council meeting
- 2.2 R-112-2017 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
 - the minutes of the October 2, 2017 Parks & Recreation Commission meeting
- 2.4 Review decision of the Board of Adjustment to approve the request of Sam Childs, 705 N Franklin St, for an exception to Section 165.06(6.2) "Site Development Regulations" of the Manchester City Code 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
- 2.5 Approve payment of \$6,325.00 to the Burrington Group, Inc. for engineering services
- 2.6 Ordinance 009-2017 An Ordinance Vacating a Portion of an Alley described as an Alley Lying South of Lots 153 & 154 and North of Lots 189 & 190, Manchester, Iowa, according to Plat recorded in Book I, L.D., Page 284, second consideration
- 2.7 Ordinance 010-2017 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regulating Use of Public Right-of-Way, second consideration
- 2.8 R-113-2017 Resolution Approving Change Order #1 (2017 Street Improvement Project)
- 2.9 Approve Pay Estimate #6 in the amount of \$32,699.31 to Top Grade Excavating for the 2017 Street Improvement Project
- 2.10 Approve Pay Estimate #7 (Final Retainage) in the amount of \$67,863.05 to Top Grade Excavating, Inc. for the 2017 Street Improvement Project
- 2.11 Ordinance 011-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 165.22 FP/FW Flood Plain/Floodway Overlay District, first consideration
- 2.12 Ordinance 012-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 165.27 Off-Street Parking and Loading, first consideration
- 2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Poynor, seconded by Struble to approve the Consent Agenda. ON CALL OF ROLL: AYES: Poynor, Struble, Behnken, Sherman. NAYS: None. ABSTENTIONS: Stelken (Council Member Stelken abstained as he owns property in the 2017 Street Project area).

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	569.30
BARD MATERIALS	CONCRETE	2,483.54

BARRON MOTOR	PARTS	447.26
BLACK HILLS ENERGY	HEATING FUEL	1,421.27
BROWN SUPPLY COMPANY	SUPPLIES	7,572.00
BSN SPORTS	REC SUPPLIES	212.70
BUNTING, CLIFFORD D	REIMB MILEAGE	48.69
CINTAS CORPORATION	FIRST AID SUPPLIES	92.68
CITY OF MANCHESTER	PAYROLL WITHHOLDINGS	913.32
CITY OF MANCHESTER	COMPLEX: UTILITIES	345.35
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DIAMOND VOGEL PAINTS	PAINT	1,497.03
ECIA	GRANT WRITING	121.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,811.40
FASTENAL COMPANY	SUPPLIES	254.47
FRANCOIS, GARY	GARDEN REFUND	30.00
FREEDOM BANK	REIMB EXCESS INS FUNDS	2,350.00
GAZETTE COMMUNICATIONS	SUBSCRIPTION	322.40
GEORGEN AUTO	REPAIR	758.22
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HEARTLAND MECHANICAL	TESTING	180.00
HENKENIUS, NEIL	GARDEN PLOT	15.00
HERITAGE PRINTING	PRINTING	164.00
IA DEPT OF TRANSPORTATION	STREET MAINT SUPPLIES	2,524.30
IA PRISON INDUSTRIES	TABLE	159.50
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
IDNR	PERMIT	134.00
J & R SUPPLY	CURB STOP	275.00
JOHN DEERE FINANCIAL	SUPPLIES	618.60
KARR	SUPPLIES	81.97
KIEFER SWIM PRODUCTS	CPR SUPPLIES	235.65
KLUESNER CONSTRUCTION	BAILEY DR RAILROAD	16,233.15
KRAMER, MILT L	REIMB MILEAGE	120.37
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	900.00
MANCHESTER SIGNS	SIGN	32.00
MARLA'S SCREEN PRINTS & MORE	VB SHIRTS	306.45
MCDOWELL TRUCK & AUTO REPAIR	SUPPLIES	112.47
MEDIACOM	PHONE & INTERNET	69.95
MILLER, SANDRA	GARDEN REFUND	15.00
NACOP	MEMBERSHIP DUES	60.00
PALAS, ERIC	GARDEN REFUND	15.00
PAYROLL CHECKS	PAYROLL	57,777.74
POSTMASTER	UTILITY BILLING POSTAGE	544.94
RADIO COMMUNICATIONS	ANTENNA	16.40
RELIAANCE STANDARD LIFE INS	INSURANCE	218.40
RIVER CITY STONE	BACKFILL	1,111.15
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	4,415.34
SMOCK, JEFF	REIMB MILEAGE	164.78
SPEER FINANCIAL	PROFESSIONAL SERVICES	325.00
SUNSHINE BOY WINDOW CLEANING	MAINTENANCE	110.00
T & W GRINDING	COMPOST GRINDING	8,250.00

TAUKE, MATT	REIMB SUPPLIES	116.97
THREE RIVERS FS	FUEL	7,709.90
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,292.00
UNLIMITED SERVICES	GARDEN REFUND	15.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	CELL PHONES/DATA	280.11
VISION SERVICE PLAN	INSURANCE	586.80
WEINER'S STUMP REMOVAL	STUMP WORK	699.00
WELLMARK	INSURANCE	26,417.79
WILLCO	PAINT	1,993.84
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	301.72
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	616.20
TOTAL ACCOUNTS PAYABLE		179,594.63
	FUND TOTALS	
	GENERAL	85,188.22
	ROAD USE TAX	19,763.17
	EMPLOYEE BENEFIT	22,082.70
	TAX INCREMENT FINANCING	325.00
	ACQUISITION/DEMOLITION	2,350.00
	TIRRILL TRUST	167.90
	WHITEWATER PARK PROJECT	445.50
	STREET PROJECTS	16,233.15
	WATER	12,824.47
	WATER CAPITAL PROJECTS	7,847.00
	SEWER	12,367.52
	TOTAL	179,594.63

2017 Street Project

Ryan Wicks, Fehr Graham, reviewed the final paperwork with the 2017 Street Project with the Council. The Council discussed the final numbers, the decrease in cost, the assessments, and re-seeding in the project area in the spring.

Motion by Struble, seconded by Behnken to adopt R-114-2017 Resolution Accepting Work Covering the 2017 Street Improvement Project. ON CALL OF ROLL: AYES: Struble, Behnken, Poynor, Sherman. NAYS: None. ABSTENTIONS: Stelken (Council Member Stelken abstained as he owns property in the 2017 Street Project area).

Motion by Behnken, seconded by Sherman to adopt R-115-2017 Resolution Adopting Final Assessment Schedule for the 2017 Street Improvement Project and Amending, Confirming and Levying the Assessments. ON CALL OF ROLL: AYES: Behnken, Sherman, Poynor, Struble. NAYS: None. ABSTENTIONS: Stelken (Council Member Stelken abstained as he owns property in the 2017 Street Project area).

Construction Project Updates

City Manager Vick updated the Council on the meeting held with residents in the 2018 Street Project area.

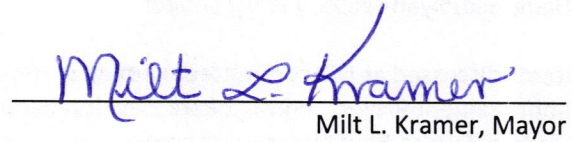
Ryan Wicks, Fehr Graham, reviewed construction projects in the City with the Council.

Reports

Council Member Struble asked if a resident could live in a motorhome on a lot. City Attorney Peters advised it would not be allowed, that it must be a fixed structure.

Mayor Kramer informed the Council that the annual boards and commissions and volunteer recognition reception will be held on November 1, 2017.

Motion by Stelken, seconded by Sherman that the meeting adjourn at 5:33pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
Thursday, October 19, 2017

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


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

Also present: Doug Foley, Jason Haight, Kevin Graybill, Tim Heims, Perry Peterson, Chad Wulfekuhle, Jim Hauschild, Ryan Wicks, Jason Wenger.

Items discussed at the committee meeting were: 2017 Utility Improvement Project, 2018 Street Improvement Project, Phase 1 Park Development Project Update, Economic Development Project Update, Future Equipment Replacement, and Airport Environmental Assessment Project.

Department reports and engineering updates were given.

The meeting adjourned at 5:13pm.



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 23, 2017

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

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

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

Consent Agenda

- 2.1 Approval of the minutes of the October 9, 2017 City Council meeting
- 2.2 R-116-2017 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes: September 14, 2017 Library Board Minutes; September 2017 Library Statistical Report; September Wastewater IDNR Reports; September 2017 Wastewater Activity Report; October 11, 2017 Planning & Zoning Minutes
- 2.4 Approve Liquor License applications for Cork 'N Bottle; EZ Pickins; Pizza Hut
- 2.5 Ordinance 009-2017 An Ordinance Vacating a Portion of an Alley described as an Alley Lying South of Lots 153 & 154 and North of Lots 189 & 190, Manchester, Iowa, according to Plat recorded in Book I, L.D., Page 284, third consideration
- 2.6 Ordinance 010-2017 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regulating Use of Public Right-of-Way
- 2.7 Approve payment of claims totaling \$23,092.70 to Fehr Graham for engineering services
- 2.8 Approval of temporary street and alley closing as requested by the Manchester Area Chamber of Commerce for the December 7, 2017 Window Walk Event
- 2.9 Ordinance 011-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending 165.22 FP/FW Flood Plain/Floodway Overlay District
- 2.10 Ordinance 012-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 165.27 Off-Street Parking and Loading
- 2.11 R-117-2017 Resolution Amending Salary Resolution
- 2.12 R-118-2017 Resolution Approving Preliminary Plat (SW Industrial Park 5th Subdivision)
- 2.13 R-119-2017 Resolution Approving Final Plat (SW Industrial Park 5th Subdivision)
- 2.14 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	184.85
ACCESS SYSTEMS LEASING	COPIER CONTRACT	340.56
ALLIANT ENERGY	ELECTRICITY	19,562.36
APPLIED SPECTROMETRY	MANIFOLD VALVE DIAPHRAGMS	525.00
BARD MATERIALS	CONCRETE	133.13
BLACK HILLS	HEATING FUEL	902.57
BURRINGTON GROUP	2018 STREETS ENGINEERING	6,325.00
CITY OF MANCHESTER-FLEX	EMPLOYEE FLEX CONTRIBUTIONS	2,103.69
CREATIVE PRODUCT SOURCE	SUPPLIES	162.78
DATA TECHNOLOGIES	PAYROLL TIME & ATTENDANCE	1,945.00
DEL CO SOLID WASTE COMMISSION	LANDFILL CHARGES	950.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	750.00
DIAMOND VOGEL PAINTS	PAINT/FNDTN GRANT	1,111.10

FAREWAY STORES	SUPPLIES	4.98
FASTENAL COMPANY	SUPPLIES	361.13
FEHR GRAHAM	ENGINEERING FEES	33,885.05
GIENAPP CONSTRUCTION	REPAIRS	480.00
GRAINGER	BUILDING SUPPLIES	532.18
HARLAND TECHNOLOGY SERVICE	SERVICE AGREEMENT	56.00
IA DEPT OF TRANSPORTATION	MATERIAL TESTING	2,010.79
IA WATER ENVIRONMENT ASSOC	REGISTRATION	60.00
IMFOA	CERTIFICATION	125.00
IPERS	PAYROLL WITHHOLDINGS	21,242.49
J & R SUPPLY	SUPPLIES	848.00
K & A FARM EQUIPMENT	SUPPLIES	292.37
KLUESNER SANITATION	GARBAGE/RECYCLING	20,548.31
KMCH	PUBLIC ANNOUNCEMENTS	300.00
MANCHESTER MOTOR SUPPLY	PARTS	469.03
MARTIN EQUIP OF IA-IL	REPAIR	1,423.64
MID-IOWA SOLID WASTE	SEWER PARTS	405.06
MIDWEST PATCH/HI-VIZ SAFETY	NO TRUCK SIGNS	56.00
PREMIER PARTS	PARTS	218.99
PHILIPPSON CONCRETE	CURB & SIDEWALK	3,560.00
PITNEY BOWES	POSTAGE	367.00
POSTMASTER	PERMIT	225.00
REGIONAL MEDICAL CENTER	DRUG SCREEN	55.00
RIVER CITY STONE	BACKFILL	156.42
SMOCK, JEFF	MILEAGE REIMB	164.78
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	191.66
STATE HYGENIC LABORATORY	LAB TESTS	214.50
TOP GRADE EXCAVATING	PAY ESTIMATE 6: 2017 STREETS	32,699.31
TRANS-IOWA EQUIPMENT	BELT	239.91
UNITY POINT CLINIC	DRUG SCREEN	37.00
US CELLULAR	MOBILE PHONE	292.49
VICK, TIMOTHY J	MILEAGE REIMB	68.48
WELLMARK	HEALTH INS PAYROLL WITHHOLDINGS	2,990.26
WINDSTREAM	PHONE & INTERNET	69.00
TOTAL ACCOUNTS PAYABLE		159,645.87
	FUND TOTALS	
	GENERAL	56,701.97
	ROAD USE TAX	10,293.61
	POLICE SPECIAL USES	46.66
	TIRRILL TRUST	509.47
	CAPITAL PROJECTS	498.00
	DOWNTOWN INCENTIVE	56.62
	WHITEWATER PARK PROJECT	17,176.05
	STREET PROJECTS	46,123.02
	FEMA CAPITAL PROJECTS	4,250.00
	WATER	6,578.25
	WATER CAPITAL PROJECTS	3,450.00
	SEWER	10,512.22
	SEWER CAPITAL PROJECTS	3,450.00
	TOTAL	159,645.87

R-120-2017 Resolution Authorizing Development Agreement with Community Savings Bank (CSB)

City Manager Vick informed the Council that adoption of the resolution will authorize a Development Agreement between the City and CSB. CSB will invest a minimum of \$3 million for the construction of a new multi-story financial institution on the block they are currently located. Additionally, the agreement details

the proposed land swap between the City and CSB, and the partial vacation of the alley in the block. CSB further agrees to a \$1 million minimum assessment, which the tax increment will be used to finance the 2017 Utility Improvement Project. Motion by Sherman, seconded by Struble to adopt R-120-2017 Resolution Authorizing Development Agreement with Community Savings Bank. Motion carried, all ayes.

Request for Special Exception to Livestock Restrictions from Tracy and Luke Ogden

City Manager Vick informed the Council that Tracy and Luke Ogden are in the process of purchasing 600 East Prospect Street. They are requesting a Special Exception to the Livestock Restrictions, under City Code Section 55.09. Chapter 55, Animal Protection and Control, provides the City Council with the ability to grant Special Exceptions for bothersome animals (as defined) to be permitted within the City limits, provided they meet a number of restrictions. The Ogden's are requesting permission to have approximately 4 horses, up to 8 head of cattle and 6 chickens. The animals would be 4-H projects and pets housed in the existing 8 stall barn and pasture, per their letter. Following discussion, motion by Stelken, seconded by Sherman to approve the request of Tracy and Luke Ogden, for the property at 600 East Prospect Street, for a special exception to City Code 55.09 to allow for 4 horses, up to 8 head of cattle and 6 chickens on the property. Motion carried, all ayes.

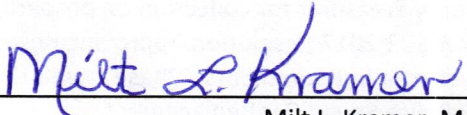
Construction Project Updates

Jason Wenger, Burrington Group and Ryan Wicks, Fehr Graham, reviewed construction projects in the City with the Council.

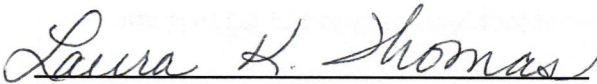
Reports

City Manager Vick noted two houses have been demolished on East Fayette Street, the Dispatch Center is under construction and the Veteran's Memorial "Freedom is Not Free" is nearing completion.

Motion by Behnken seconded by Poynor, the meeting adjourn at 5:28pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Laura Thomas, Deputy, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 13, 2017

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

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

Mayor Kramer presented Chad Eschen with a service award for ten years of service to the City of Manchester.

Motion by Behnken, seconded by Poynor to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the October 23, 2017 City Council meeting

2.2 R-121-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the November 6, 2017 Parks & Recreation Commission meeting
- the October 2017 Wastewater IDNR Reports
- the minutes of the October 12, 2017 Library Board meeting
- the October 2017 Library Statistical Report

2.4 Ordinance 011-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 165.22 FP/FW Flood Plain/Floodway Overlay District, third consideration and final adoption

2.5 Ordinance 012-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 165.27 Off-Street Parking and Loading, third consideration and final adoption

2.6 Acknowledge receipt of unpaid nuisance mowing bills and approve certification to the Delaware County Treasurer for collection on property taxes

2.7 R-122-2017 Resolution Approving Resource Enhancement and Protection Fund Grant Agreement for Riverfront Improvements - Phase 1 with the Iowa Department of Natural Resources

2.8 Police Squad Car Replacement

2.9 R-123-2017 Resolution Amending Salary Resolution

2.10 Downtown/Commercial Incentive Program Applications

- Approve the Facade Grant Application of Steve Palmer for his property at 113 & 115 North Franklin Street in the amount of \$5,671.88

2.11 Downtown/Commercial Incentive Program Payments

- Approve payment of the following grants to Jeff & Jamie Orr (Sister Hill, 704 East Main Street):
Front Facade Grant in the amount of \$7,500.00; West Facade Grant in the amount of \$2,239.41;
Parking Grant in the amount of \$10,000.00; Interior Grant in the amount of \$7,500.00

2.12 R-124-2017 Resolution Approving Preliminary and Final Plat

2.13 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	353.72
AFLAC	PAYROLL WITHHOLDINGS	569.30
ALLIANT ENERGY	ELECTRICITY	5,855.92

AMAZON	SUPPLIES	449.08
AMAZON CAPITAL SERVICES	SUPPLIES	402.15
ANDERSON WELDING	REPAIRS	1,787.56
APPLIED SPECTROMETRY	MANIFOLD VALVE DIAPHRAGMS	525.00
ARBOR DAY FOUNDATION	2018 MEMBERSHIP FEE	15.00
AUTO BODY TOOLMART	EASY WEDGE	73.25
BAKER & TAYLOR BOOKS	LIB MATERIALS	2,966.76
BARD MATERIALS	CONCRETE	133.13
BARRON MOTOR	PARTS	470.36
BLACK HILLS ENERGY	HEATING FUEL	902.57
BOUBIN TIRE & AUTOMOTIVE	MAINTENANCE	335.85
CASTLE THEATRE	MOVIES	50.00
CDW GOVERNMENT	PARTS	1,170.48
CENGAGE LEARNING	LIB MATERIALS	62.38
CENTER POINT	LIB MATERIALS	131.22
CINTAS CORPORATION	FIRST AID SUPPLIES	200.06
CITY LAUNDRING	LIB MAINTENANCE	194.92
CITY OF MANCHESTER	COMPLEX WATER	1,033.85
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
CN RAILROAD	BAILEY DR REPAIR	22,734.00
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
COLOFF DIGITAL	WEBSITE	358.00
CREATIVE PRODUCT SOURCE	FD SUPPLIES	162.78
D & S PORTABLES	WHITE WATER PORTAPOTTY	1,270.00
JERIMIAH DAVIS	GARDEN REFUND	30.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	SUPPLIES	72.00
DEMCO	LIB SUPPLIES	227.34
DES MOINES REGISTER	SUBSCRIPTION	344.38
DON & WALT	PD REPAIR	277.33
DON'S TRUCK SALES	JOURNAL BEARING	76.20
DORSEY & WHITNEY	LEGAL FEES	22,562.00
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	460.90
WOODWARD COMMUNICATIONS	ADVERTISEMENT	168.30
EB SOLUTIONS	UST CLOSURE: 304 W MAIN	7,820.00
EDGEWOOD OIL	VEHICLE MAINT SUPPLIES	1,661.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,286.95
ELM USA	MAINTENANCE	50.00
ENVIRONMENTAL RESOURCE	TESTING	352.24
FAREWAY STORES	SUPPLIES	100.65
FASTENAL COMPANY	SUPPLIES	626.36
FEHR GRAHAM	ENGINEERING FEES	23,092.70
THE FISH SHACK	MAINTENANCE	75.00
FOLSOM, KRISTY	REIMB TRAINING EXP	522.92
FUCHS TRAFFIC TECHNOLOGY	OPTIMIZE SIGNALS	765.00
GAZETTE COMMUNICATIONS	ADVERTISEMENT	16.48
GIENAPP CONSTRUCTION	GENIE REMOTE	518.00
GRAINGER	BUILDING SUPPLIES	532.18
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HACH CO	CHEMICALS	1,019.43
HARLAND TECHNOLOGY SERVIC	SERVICE AGREEMENT	56.00

HAUSERS WATER CONDITIONING	CHEMICALS	60.00
HAWKINS	CHEMICALS	920.60
HERITAGE PRINTING	SUPPLIES	65.00
IA DEPT OF TRANSPORTATION	MATERIAL TESTING	2,010.79
UNDERGROUND LOCATION COMPANY	LOCATES	53.20
IA RURAL WATER ASSOC	2018 MEMBERSHIP FEES	375.00
IA WORKFORCE DEVELOPMENT	ELEVATOR PERMIT	175.00
IDALS	LICENSE RENEWAL	15.00
IMFOA	CERTIFICATION	125.00
IMWCA	WORK COMP AUDITED PREMIUM	3,257.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	192.21
J & R SUPPLY	SUPPLIES	848.00
JOHN DEERE FINANCIAL	SUPPLIES	382.73
K&A FARM EQUIPMENT	SUPPLIES	292.37
KELTEK	SUPPLIES	690.84
KIRKWOOD COMMUNITY COLLEGE	TRAINING	50.00
KLUESNER FLOORING	PD CARPET	1,291.68
KLUESNER SANITATION	NUISANCE REMOVAL	36.00
KMCH	RADIO ADS	650.00
KRAMER, MILT L	MILEAGE REIMB	36.38
KRISTY FOLSOM: PETTY CASH	REIMB PETTY CASH	30.00
LEARN, ERIN	MILEAGE REIMB	197.42
MAIN STREET MARKET	B&C SUPPLIES	753.78
MANCHESTER MOTOR SUPPLY	PARTS	469.03
MARTIN EQUIP OF IA-IL	REPAIR	1,423.64
MEDIACOM	PHONE & INTERNET	73.90
MID-IOWA PETROLEUM	RECERTIFY TANKS	528.00
MID-IOWA SOLID WASTE	VAC CON SUPPLIES	515.70
MIDWEST PATCH/HI-VIZ SAFETY	NO TRUCK SIGNS	56.00
MIDWEST TAPE	LIB MATERIALS	770.72
MONKEYTOWN-STOREY KENWORTHY	LIB SUPPLIES	1,455.91
PREMIER PARTS	PARTS	525.83
NICC	FD TRAINING	1,139.00
ONEIDA SIGNS	B & C SUPPLIES	333.00
PALMER HARDWARE	SUPPLIES	986.69
PASKER, CHARLIE	GARDEN REFUND	45.00
PETERS LAW OFFICE	LEGAL FEES	1,703.61
PHILIPPSON CONCRETE	CURB & SIDEWALK	3,560.00
PITNEY BOWES	POSTAGE	1,375.50
PITNEY BOWES	POSTAGE	800.00
PMMIC INSURANCE	AIRPORT INSURANCE	1,279.00
POSITIVE PROMOTIONS	FD SUPPLIES	821.58
POSTMASTER	POSTAGE	594.76
PRO HYDRO TESTING	HYDRO TESTING	300.00
RADIO COMMUNICATIONS	TECH SERVICE	364.54
REGIONAL MEDICAL CENTER	DRUG SCREEN	55.00
RELIANCE STANDARD LIFE INS	INSURANCE	396.40
LINDA RENFROW	B&C DECOR	187.00
RIVER CITY STONE	BACKFILL	280.02
RUNDE FORD, CHRYSLER, DOD	FILTER	18.40
SARAH'S FLOWERS & GIFTS	B&C SUPPLIES	33.50

SCHROEDERS CASH SUPPLY	SUPPLIES	41.70
SCHUMACHER ELEVATOR	MAINTENANCE	157.97
SHERE, ANGELA	REIMB TRAINING	110.21
SMOCK, JEFF	MILEAGE REIMB	329.56
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	191.66
STATE HYGIENIC LABORATORY	WWTP LABS	429.00
STATE LIBRARY OF IOWA	CONTINUING EDUCATION	40.00
SUNSHINE BOY WINDOW CLEANING	LIB MAINTENANCE	220.00
THOMAS, LAURA	MILEAGE REIMB	228.40
THREE RIVERS FS	FUEL	4,053.66
TRANS-IOWA EQUIPMENT	BELT	239.91
TREASURER STATE OF IOWA	STATE TAX	3,232.00
TRUMBLEE, DAVID	REIMB UNIFORM	54.71
UNITY POINT CLINIC	DRUG TEST	37.00
UPS	POSTAGE	5.80
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	MOBILE DATA	280.11
VICK, TIMOTHY J	MILEAGE REIMB	46.01
VISION SERVICE PLAN	INSURANCE	586.80
VOSS, JANNIE MAE	VB SUPERVISOR	300.00
WEINER'S STUMP REMOVAL	STUMP REMOVAL	817.50
WELLMARK	INSURANCE	22,476.30
WEST DELAWARE SCHOOLS	2017-18 YEARBOOK	45.00
WINDSTREAM	LIB PHONE	1,059.89
WRIGHT, CHAD	REIMB MEAL	8.44
PAYROLL CHECKS		49,878.21
TOTAL ACCOUNTS PAYABLE		243,402.10
	FUND TOTALS	
	GENERAL	87,339.94
	ROAD USE TAX	23,658.21
	EMPLOYEE BENEFIT	21,284.57
	TAX INCREMENT FINANCING	5,441.50
	ACQUISITION/DEMOLITION	8,380.96
	TIRRILL TRUST	440.92
	LIBRARY GIFT & TRUST	1,261.51
	DEBT SERVICE	12,500.00
	CAPITAL PROJECTS	3,400.00
	WHITewater PARK PROJECT	10,464.18
	STREET PROJECTS	35,511.79
	FEMA CAPITAL PROJECTS	750.00
	WATER	16,595.30
	WATER CAPITAL PROJECT	1,330.00
	SEWER	13,713.22
	SEWER CAPITAL PROJECT	1,330.00
	TOTAL	243,402.10

MREP Center Updates - Holly Maurer and Wendy Mihm-Herold

Wendy Mihm-Herold, NICC, thanked the Council for their continued partnership with the Manchester Regional Education Partnership (MREP) Center. Mihm-Herold discussed with the Council changes to the

name for the center as well as signage updates. Holly Maurer, Center Director, provided the Council with a handout showing the proposed signage changes for the center.

The Council discussed the signage and proposed name change and were supportive of the proposed changes.

Delaware County Tourism Update - Caryssa Philgreen, Tourism Director

Caryssa Philgreen, Delaware County Tourism Director reviewed with the Council the 2017 year-end report which detailed tourism activities over the past year. Philgreen thanked the Council for their continued support of tourism.

Right of Way Ordinance Request - Hawkeye Telephone

City Manager Vick informed the Council that Hawkeye Telephone has submitted a request to run approximately 10,000 linear feet of fiber optic cable through the community. Due to changes with the implementation of the new right-of-way ordinance adopted by the City Council, Hawkeye Telephone General Manager Alex Soderquist has requested an opportunity to meet with the Council.

Alex Soderquist, Hawkeye Telephone General Manager, provided the Council with a handout detailing their plans for fiber installation and concerns that they have with the recently adopted right-of-way ordinance. Soderquist explained that in February 2017 they were contracted by Aureon Network Services to install a fiber optic connection to Wal-Mart, and noted that while the fiber is being installed to Wal-Mart, Hawkeye Telephone planned to include additional fiber connections for both the City and private businesses in Manchester. In March 2017, they contacted the City regarding the work and associated fees, which at that time they were told would be approximately \$400.00. The contract with Aureon was then delayed until October. Soderquist and West Union Trenching met with City Staff last week and were informed of the new right-of-way ordinance which increases the permit cost from \$400.00 to \$10,000.00. The fee increase is significant and Hawkeye Telephone is requesting the City work with them to find a solution.

The Council explained that the ordinance was implemented to protect the City's right-of-way and the City's utility lines within the right-of-way, and to also provide continuity with all contractors working within the City. There is an ongoing cost associated with monitoring and maintaining the right-of-way and the utilities located within it.

The City Council and Soderquist then discussed the ordinance and Hawkeye's project at length including: the timeframe for the project; fiber connection availability in the City; the location of the proposed fiber installation; the initial contact Hawkeye Telephone had with the City in March 2017; implications of the new ordinance; franchise fees; prior issues with contractors working in the right-of-way; fiber optic as an economic development tool; the potential delay of the project; surety bond for completion of seeding and dirt work; the opportunity for expansion of service; and drops provided to City facilities as part of the project.

Motion by Behnken, seconded by Poynor to approve the request of Hawkeye Telephone Company to grandfather their application to install fiber optic in the City since initial contact was made in March 2017 prior to adoption of the new ordinance, with said approval contingent upon receipt of a surety bond for completion of the work and fiber connections provided to the City Fire Department, Police Department and City Hall with set pricing for service. Motion carried, all ayes.

City Hall Front Office Renovation

City Manager Vick reviewed the updates to the front office with the Council, which include paint, flooring and a new desk/work station area. As work began, asbestos was found in the flooring and on some pipes which will need to be abated. City Manager Vick reviewed the estimates and timeline for completion of the abatement and updates.

Following discussion, motion by Stelken, seconded by Behnken to proceed with the updates to the front office at City Hall. Motion carried, all ayes.

Liquor License Applications

Motion by Poynor, seconded by Sherman to approve the following liquor license applications: Renewal Application for On Premise Class B Beer Permit with Outdoor Service and Sunday Sales for Franklin Street Brewing Company; Renewal Application for On Premise Class C Liquor License with Outdoor Service Area for American Legion Post #45. ON CALL OF ROLL: AYES: Poynor, Sherman, Behnken, Stelken. NAYS: None. ABSTENTIONS: Struble (Council Member Struble abstained as he is an officer with the American Legion).

Construction Project Updates

Jason Wenger, The Burrington Group, and Tyler Olson, Fehr Graham, updated the Council on construction projects in the City.

Reports

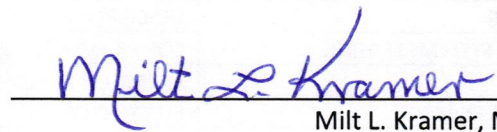
City Manager Vick updated the Council on the following items: the capital improvement plan update, airport improvements, budget preparation, and funding for the downtown/commercial incentive program. City Manager Vick also informed the Council that, due to the Christmas holiday, there would not be a 2nd meeting in December unless needed.

Council Member Sherman thanked Council Member Struble for his involvement with the new Veterans Memorial and the dedication ceremony.

Council Member Behnken informed the Council that she had met with staff at the Manchester Regional Education Partnership to discuss potential programs and offerings.

Mayor Kramer informed the Council that the Elected Officials luncheon would be November 21, 2017 at Fireside Pub & Steakhouse.

Motion by Behnken, seconded by Stelken that the meeting adjourn at 6:45pm. Motion carried, all ayes.


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 27, 2017

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

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

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

Consent Agenda

- 2.1 Approval of the minutes of the November 13, 2017 City Council meeting
- 2.2 R-125-2017 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
 - the October 2017 Wastewater Reports
- 2.4 Liquor License Applications
 - Renewal application for On Premise Class B Beer Permit with Living Quarters for Onie's Wooden Nickel
- 2.5 R-126-2017 Resolution Rescinding Resolution R-124-2017 and Approving Final Plat (Soppe & McCrabb's 2nd Subdivision)
- 2.6 Approve payment of claims totaling \$7,098.50 to Fehr Graham for engineering services
- 2.7 R-127-2017 Resolution Approving Agreement for Airport Planning Services
- 2.8 R-128-2017 Resolution Amending Salary Resolution
- 2.9 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club
- 2.10 R-129-2017 Resolution Approving Annual Financial Report for Fiscal Year Ended June 30, 2017
- 2.11 R-130-2017 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2016/17
- 2.12 R-131-2017 Resolution Obligating Funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment financed obligations which shall come due in the next succeeding Fiscal Year
- 2.13 Approval of the Consent Agenda

Council Member Stelken arrived at 5:05pm.

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. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	340.56
AFLAC	PAYROLL WITHHOLDINGS	569.30
ALLIANT ENERGY	ELECTRICITY	15,327.84
AUTOMATION ENGINEERING	ALARM REPAIRS	2,605.00
BARD MATERIALS	CONCRETE	162.38
BI-COUNTY DISPOSAL	GARBAGE	64.20
BLACK HILLS ENERGY	HEATING FUEL	635.54
CANVAS PRODUCTS	TARP	227.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
D & S PORTABLES	PORTA-POTTY RENTALS	166.25

DATA TECHNOLOGIES	ANNUAL LICENSE	6,708.72
DEL CO SOLID WASTE COMMISSION	LANDFILL	949.10
DEL CO TOURISM	CONFERENCE REIMB	801.25
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELTA INDUSTRIES	SUPPLIES	212.19
DMA SWA	LANDFILL	1,255.50
WOODWARD COMMUNICATIONS	ADVERTISEMENTS	433.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,434.13
FAHRNER ASPHALT SEALERS	LONG LINE	684.32
FAREWAY STORES	SUPPLIES	99.73
FASTENAL COMPANY	PARTS	26.75
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARRISON TRUCK CENTERS	PARTS	105.18
HERITAGE PRINTING	PRINTING	500.90
UNDERGROUND LOCATION CO	ONE CALLS	127.30
LOGIN	IACP SERVICE ACCESS	275.00
IAMU	WASTEWATER CONFERENCE	175.00
IPERS	PAYROLL WITHHOLDINGS	22,235.28
KING, JODY	REIMB RED CROSS TRAINING	918.35
KLUESNER CONSTRUCTION	CRACK SEALING	2,068.20
KLUESNER FLOORING	FLOORING	3,800.00
KLUESNER SANITATION	GARBAGE/RECYCLING	20,501.68
KRAMER, MILT L	MILEAGE REIMB	47.08
MANCHESTER MOTOR SUPPLY	VEHICLE MAINT	28.10
WOODWARD COMMUNICATIONS	LEGAL PUBLICATIONS	433.12
MANCHESTER SIGNS	SIGNAGE	140.50
MEDIACOM	PHONE & INTERNET	364.42
MIDWEST PATCH/HI-VIZ SAFETY	SIGNS	100.00
MIDWEST RADAR & EQUIPMENT	SUPPLIES	280.00
MONKEYTOWN	SUPPLIES	339.91
NORSOLV, INC	SOLVENT	143.95
ON-SITE INFORMATION DESTR	DESTRUCTION FEES	45.00
ORR, JAMIE & JEFF	COMMERCIAL INCENTIVE GRANTS	27,239.41
QUILL	SUPPLIES	99.97
S & K CONCRETE	SIDEWALK REPAIRS	255.00
SCANTRON SERVICE GROUP	ANNUAL MAINT AGREEMENT	8,446.00
SIMON'S LAWN CARE & MAINT	NUISANCE MOWING	225.00
SMOCK, JEFF	REIMB MILEAGE	164.78
SOLUTIONS MANAGEMENT GROUP	MAINTENANCE	191.66
STATE HYGIENIC LABORATORY	LAB TESTS	450.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	356.00
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,402.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	MOBILE DATA	280.17
VICK, TIMOTHY J	MILEAGE REIMB	47.08
WELLMARK	PAYROLL WITHHOLDINGS	2,195.53
WINDSTREAM	PHONE & INTERNET	87.92
ZANGERLE REPAIR	AIR FILTER	9.98
PAYROLL CHECKS	PAYROLL	52,382.51
TOTAL ACCOUNTS PAYABLE		203,176.07
	FUND TOTALS	
	GENERAL	119,795.07
	HOTEL MOTEL TAX	801.25

	ROAD USE TAX	17,944.41
	TIRRILL TRUST	606.57
	PARK GIFT & TRUST	11.28
	DOWNTOWN INCENTIVE	27,239.41
	WATER	19,222.15
	SEWER	17,555.93
	TOTAL	203,176.07

R-132-2017 Resolution Authorizing Forgivable Loan Agreement with Boulders Inn Manchester LLC

City Manager Vick reviewed the proposed agreement with the Council, noting it provides Boulders Inn Manchester with a forgivable loan in the amount of \$100,000. The requirements for the loan include that Boulders will invest not less than \$2.3 million to construct a 32 room hotel in the West Commercial Subdivision. The City will provide the forgivable loan and a ten year, sliding scale tax exemption based on the City's Urban Revitalization Plan. The terms of the loan will allow it to be forgiven based on a rate of \$0.50 for every \$1.00 generated in Hotel/Motel Tax on the site. Interest will be charged on the loan at a rate of 4% if the terms are not met.

The Council discussed the forgivable loan, the proposed location of the hotel, and development in the West Commercial Subdivision.

Motion by Behnken, seconded by Stelken to adopt R-132-2017 Resolution Authorizing Forgivable Loan Agreement with Boulders Inn Manchester LLC. Motion carried, all ayes.

Boulders Inn & Suites Site Plan Review

Mayor Kramer referred the Council to the site plan for Boulders, noting that the Planning and Zoning Commission had reviewed the site plan at their meeting on November 21, 2017 and recommend its approval.

Following review by the Council, motion by Poynor, seconded by Struble to approve the site plan for Boulders Inn & Suites as presented. Motion carried, all ayes.

Request for Special Exception to Livestock Restrictions (Barron, 600 Quaker Mill Drive)

The Council reviewed a request from Jonathan and Devon Barron to have three horses at their property at 600 Quaker Mill Drive.

City Manager Vick noted that the north and west side of the Barron property is currently row cropped and the neighbors on the south side have submitted a letter of support for having horses on the Barron property.

Council Member Stelken asked if the neighbors to the north of the Barron property were aware of the request and if they were supportive. City Manager Vick responded that he was unsure if the neighbors to the north of the property were aware of the request.

The Council discussed and agreed that the adjoining property owners to the north should be contacted to see if they are supportive of the request to have horses at 600 Quaker Mill Drive.

Motion by Stelken, seconded by Poynor to table the request for special exception to livestock restrictions for the property at 600 Quaker Mill Drive until neighbors to the north are contacted. Motion carried, all ayes.

City Sidewalk & Nuisance Snow Removal

Mayor Kramer referred the Council to the bids received for snow removal on City sidewalks and for snow removal at nuisance properties. Supreme Green submitted the lowest quote of \$610 per time for City sidewalk snow removal and Mark Fink submitted the lowest quote of \$50 per sidewalk for nuisance snow removal.

Mark Fink addressed the Council, requesting that the City allow him to do both the City sidewalk snow removal and the nuisance snow removal as he does live in town and pays City taxes.

The Council discussed the bids, noting the difference between the bids for the City sidewalk snow removal was less than \$50. Following review, motion by Sherman, seconded by Stelken to accept quotes of Mark Fink for both City sidewalk snow removal and nuisance snow removal. Motion carried, all ayes.

Axon Taser Purchase

Police Chief Jim Hauschild informed the Council that he is requesting permission to replace the department's ten tasers as one unit has failed and there is no longer technical support for the remaining tasers due to their age. Hauschild noted that the tasers are an important tool for his officers.

Motion by Behnken, seconded by Struble to approve the request of Police Chief Jim Hauschild to purchase ten new Axon X26P Tasers at a total cost of \$12,537.38. Motion carried, all ayes.

Construction Project Updates

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

Reports

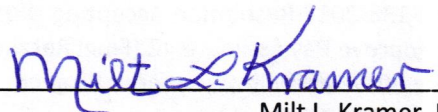
City Manager Vick informed the Council that the annual goal setting work session will be December 14, 2017 and asked the Council to complete the worksheets for the goal setting.

Council Member Stelken thanked the Fire Department and City Staff for putting up the Christmas lights in town.

Council Member Struble thanked City Staff for their assistance with the Veteran's Memorial at Baum Park.

Mayor Kramer informed the Council that there will only be one regular City Council meeting in December on December 11, 2017.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:45pm. Motion carried, all ayes.


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 11, 2017

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken (arrived at 5:03pm). Absent: Ron Struble.

Mayor Kramer presented a Service Award to Doug Foley for 10 years of service to the City of Manchester and the Parks & Recreation Commission.

Council Member Behnken arrived at 5:03pm.

Jessica Pape, Chamber Director, thanked the City Council and City Staff for their support for all of the Chamber's events over the past year.

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

Consent Agenda

2.1 Approval of the minutes of the November 27, 2017 City Council meeting

2.2 R-133-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- Library Statistical Report for November 2017
- Planning & Zoning Commission minutes (11-21-2017)
- Wastewater IDNR Reports for November 2017

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Catering Privilege, Outdoor Service and Sunday Sales for the Delaware County Fair Society
- Renewal Application for On Premise Class C Liquor License with Catering Privilege and Sunday Sales for Rio Blanco Mexican Restaurant

2.5 R-134-2017 Resolution Amending Salary Resolution

2.6 Approval of City Appointments for 2018

2.7 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2018

2.8 R-135-2017 Resolution Approving Change Order 2 (2017 Utility Improvement Project)

2.9 Approve Pay Estimate #1 in the amount of \$190,623.20 to Tschiggfrie Excavating for the 2017 Utility Improvement Project

2.10 R-136-2017 Resolution Accepting Work Covering the 2017 Utility Improvement Project

2.11 Approve Pay Estimate #2 (Final Retainage) in the amount of \$10,032.80 to Tschiggfrie Excavating for the 2017 Utility Improvement Project

2.12 R-137-2017 Resolution Approving Change Order 1 (River Bank Restoration Project)

2.13 Approve Pay Estimate #1 in the amount of \$53,333.70 to Tschiggfrie Excavating for the River Bank Restoration Project

2.14 R-138-2017 Resolution Accepting Work Covering the River Bank Restoration Project

2.15 Approve Pay Estimate #2 (Final Retainage) in the amount of \$2,807.04 to Tschiggfrie Excavating for the River Bank Restoration Project

2.16 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. Motion carried.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	149.90
AFLAC	PAYROLL WITHHOLDINGS	569.44
ALLIANT ENERGY	ELECTRICITY	32.02
AMAZON	LIB SUPPLIES	102.09
AMAZON CAPITAL SERVICES	COMPUTER	843.99
AMERICAN LIBRARY ASSOC	MEMBERSHIP DUES	190.00
AMERICAN TEST CENTER	FIRE TRUCK TESTING	1,165.00
AXON ENTERPRISE	PD: TASERS	6,349.18
BAKER & TAYLOR BOOKS	LIB MATERIALS	867.15
BARRON MOTOR	VEHICLE MAINT SUPPLIES	50.05
BOB STEPHEN MOTORS	VEHICLE MAINT	45.50
BOUBIN TIRE & AUTOMOTIVE	TIRES	863.71
CDW GOVERNMENT	LIB COMPUTER SUPPLIES	199.20
CENGAGE LEARNING	LIB MATERIALS	154.35
CENTER POINT	LIB MATERIALS	131.22
CHICAGO TRIBUNE	SUBSCRIPTION	210.60
CITY LAUNDERING	LIB MAINTENANCE	146.19
CITY OF MANCHESTER	COMPLEX WATER	51.70
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
COLOFF DIGITAL	WEBSITE	179.00
CORKERY, KATHY	REIMB RUOK SUPPLIES	105.58
DEL CO EXTENSION	SPRAYER CERT CLASS	140.00
DEL CO RECORDER	SOPPE MCCRABB PLAT	77.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	BUILDING MAINT	135.53
DEPENDABLE AUTOMOTIVE PRODUCTS	SUPPLIES	131.33
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	22,056.02
ELM USA	LIB MAINTENANCE	25.00
FASTENAL COMPANY	SUPPLIES	31.52
GALLS	PD SUPPLIES	37.27
GEORGEN AUTO	PD MAINTENANCE	797.44
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSERS WATER CONDITIONING	WELL SUPPLIES	20.00
HERITAGE PRINTING	PD: PARKING NOTICE ENVELOPES	169.94
IA LAW ENFORCEMENT ACADEMY	TASER RECERTIFICATION	50.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	94.62
JOHN DEERE FINANCIAL	SUPPLIES	611.70
KLUESNER FLOORING	BUILDING MAINT	321.92
KMCH	PUBLIC RELATIONS	325.00
KRAMER, MILT L	REIMB MILEAGE	47.08
LAHR REPAIR	VEHICLE MAINT	68.63
LEARN, ERIN	REIMB MILEAGE	46.12
MANCHESTER AREA CHAMBER	2018 MEMBERSHIP	640.00
MANCHESTER SIGNS	SNOWBLOWER SIGN	8.75
MARTIN EQUIP OF IA-IL	VEHICLE MAINT SUPPLIES	430.56

MEDIACOM	PHONE & INTERNET	438.32
MES - MIDAM	FD SUPPLIES	1,868.50
MEYER STONEWORKS	STONE SIGN	2,308.21
MID AMERICA BOOKS	LIB MATERIALS	1,099.10
MIDWEST PATCH/HI-VIZ SAFETY	STREET SIGNS	702.02
MIDWEST TAPE	LIB MATERIALS	187.67
MONKEYTOWN-STOREY KENWORTHY	LIB SUPPLIES	428.91
NOAH RIEMER PRODUCTIONS	LIB PRODUCTION	890.00
PALMER HARDWARE	SUPPLIES	648.52
PAYROLL CHECKS	PAYROLL	54,711.31
PETERS LAW OFFICE	LEGAL FEES	1,857.20
PITNEY BOWES	LIB LEASE	152.34
PREMIER PARTS INC	SUPPLIES	181.43
RADIO COMMUNICATIONS	CITY BATTERY	38.20
RELIANCE STANDARD	INSURANCE	396.40
RIVER CITY STONE	CRUSHED BLACKTOP	22.27
SCHROEDERS CASH SUPPLY	SUPPLIES	157.75
SCHUMACHER ELEVATOR	LIB MAINTENANCE	157.97
SLATER'S AUTO GLASS	WINDSHIELD REPAIR	350.98
SMOCK, JEFF	REIMB MILEAGE	164.78
STATE HYGIENIC LABORATORY	TESTING	136.50
STEPHANIE EDMONDS	CITY HALL PAINTING	250.00
SUNSHINE BOY WINDOW CLEANING	FD MAINTENANCE	110.00
SUPREME GREEN	LIB MOWING	110.00
SWANK MOTION PICTURES	LIB COPYRIGHT LICENSE	375.00
TRANS-IOWA EQUIPMENT	SHEAR PINS/BUSHING	274.62
TREASURER STATE OF IOWA	STATE TAX	3,649.00
ULINE	INVOICE LABELS	101.77
US CELLULAR	MOBILE DATA	1,277.05
UTILITY DEPOSIT REFUNDS	REFUNDS	830.14
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VISION SERVICE PLAN	INSURANCE	586.80
WADE'S CUSTOM WOODWORKING	PD REMODEL	852.31
WALL STREET JOURNAL	SUBSCRIPTION	478.88
WALMART COMMUNITY	SUPPLIES	430.36
WELLMARK	INSURANCE	25,897.45
WINDSTREAM	LIB PHONE	1,060.26
WOODWARD COMMUNICATIONS	ADS	379.83
WOODWARD COMMUNICATIONS	LEGAL PUBLICATIONS	954.38
TOTAL ACCOUNTS PAYABLE		146,198.86
	FUND TOTALS	
	GENERAL	82,695.80
	HOLIDAY DECORATIONS	68.25
	ROAD USE TAX	13,303.45
	EMPLOYEE BENEFITS	21,671.39
	POLICE SPECIAL USES	73.60
	TIRRILL TRUST	125.93
	LIBRARY GIFT & TRUST	1,559.05
	CAPITAL PROJECTS	234.20
	STREET PROJECTS	157.24

	WATER	12,373.65
	UTILITY DEPOSIT TRUST	830.14
	SEWER	13,106.16
	TOTAL	146,198.86

Request for Special Exception to Livestock Restrictions from Jonathan & Devon Barron, 600 Quaker Mill Drive

Motion by Behnken, seconded by Sherman to approve the request for a Special Exception to the Livestock Restrictions under Manchester City Code Section 55.09 for the property at 600 Quaker Mill Drive to allow for three horses at the property. Motion carried, all ayes.

2018 Street Project

Motion by Stelken, seconded by Poynor to adopt R-139-2017 Preliminary Resolution pursuant to Section 384.42 of the Iowa Code covering the 2018 Street Improvement Project. Motion carried, all ayes.

Motion by Behnken, seconded by Stelken to adopt R-140-2017 Resolution Approving and Adopting Preliminary Plans and Specifications, Estimate of Cost and Plat and Schedule for the 2018 Street Improvement Project. Motion carried, all ayes.

The Proposed Resolution of Necessity for the 2018 Street Improvement Project was introduced. Motion by Poynor, seconded by Behnken that a Public Hearing be held on the proposed Resolution of Necessity on January 8, 2018, at 5:00 p.m., and that the City Clerk be authorized and directed to give notice of the public hearing by publication and mailing, as required by Section 384.50 of the Code of Iowa, and that the notice be in substantially the form set out in these proceedings. Motion carried, all ayes.

Motion by Sherman, seconded by Poynor to adopt R-141-2017 Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the 2018 Street Improvement Project, and the taking of bids therefor. Motion carried, all ayes.

Land Vacation Request (River Street)

The Council reviewed the land vacation request received from Randy Hahn for the property east of his property at 201 River Street. The property is assumed to be part of the former railroad right-of-way.

Following review, motion by Poynor, seconded by Stelken to set the Public Hearing on the vacation of the section of land for January 22, 2018 at 5:00pm. Motion carried, all ayes.

Marketing Proposal

Motion by Sherman, seconded by Behnken to approve the proposal from Franklin & Willow to update the City's website and development of a newsletter. Motion carried, all ayes.

Construction Project Updates

Jason Wenger, The Burrington Group, and Brian McWilliams, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick provided the Council with copies of the goal setting report and the annual audit.

Council Member Sherman informed the Council that a DCED meeting is scheduled for December 15, 2017.

Council Member Poynor informed the Council that the annual tour of lights is scheduled for December 12, 2017.

Milt Kramer and Mary Ann Poynor were sworn-in as Mayor and City Council Member.

Several East Buchanan government students were present at the meeting and asked questions regarding various items on the agenda.

Motion by Stelken, seconded by Behnken that the meeting adjourn at 5:52pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

MINUTES OF THE CITY OF MANCHESTER STRATEGIC PLANNING AND GOAL SETTING WORK SESSION
December 14, 2017

The session began at 2:00pm with City Department Heads at the Manchester Fire Station.

Those present: Rev. Tony Ede; Kristy Folsom; Chad Wulfekuhle; Jason Haight; Perry Peterson; Doug Foley; Jim Hauschild; Tim Vick; Pat Callahan; Erin Learn.

Pat Callahan, facilitator, led the session. Items reviewed and discussed included: Accomplishments; Issues, Concerns & Trends; Significant Initiatives, Programs or Policies; Capital Projects; and Team Building.

The department heads finished their portion at 3:30pm. The Council arrived at 4:00pm.

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

Mayor Kramer welcomed everyone and called the goal setting session to order at 4:00pm. Mayor Kramer reviewed the history of goal setting in Manchester.

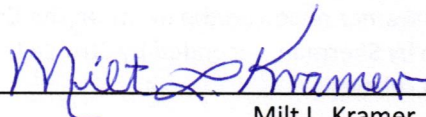
Pat Callahan, facilitator, gave a general overview of the meeting and the strategic planning report, and the ground rules for the session. Items reviewed and discussed included: City Accomplishments over the past two years; Issues, Concerns and Trends; Significant Programs, Policies & Initiatives; and Capital Projects & Equipment Purchases.

The Department Heads left the meeting at 5:00pm.

Mr. Callahan then had the Council review and discuss the following items: Proposed Initiatives; Ongoing Projects; Capital Projects & Equipment Purchases; and Team Work Objectives.

Mr. Callahan advised that he would prepare a Final Report from the session for the City Council to approve.

The goal setting session adjourned at 6:47pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk