

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 14, 2016

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

Consent Agenda

- 2.1 Approval of the minutes of the October 24, 2016 City Council Meeting
- 2.2 R-101-2016 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
 - the October 2016 Wastewater Reports
- 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
- 2.5 Approval of Managed Services Proposal from Harland Technology Services for the City's computer network environment at a cost of \$8,125.00 per year
- 2.6 R-102-2016 Resolution Adopting Purchasing Policy and Procedures Manual for the City of Manchester
- 2.7 Motion to set December 12, 2016 at 5:00pm as the date and time for a Public Hearing on a proposed lease agreement with Comelec Internet LLC
- 2.8 R-103-2016 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the 2017 Street Project
- 2.9 R-104-2016 Resolution Approving Engineering Agreement (Highway 13 Preliminary Services)
- 2.10 Approval of tree removal bid from John Keppler in the amount of \$7,800.00 for the removal of 27 trees
- 2.11 Approve payment in the amount of \$1,507.00 to Burrington Group for engineering services
- 2.12 R-105-2016 Resolution Amending the City of Manchester Fee Schedule
- 2.13 Approval of bid for Water Main Extension Project from Oasis Pump Service in the amount of \$5,425.00 for the extension of the water main by the Good Neighbor Home.
- 2.14 R-106-2016 Resolution Amending Salary Resolution (Streets)
- 2.15 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	389.70
ADVANCED COATING CONCEPTS	DUMP BODY COATING	350.00
AFLAC	PAYROLL WITHHOLDINGS	458.91
ALL INCLUSIVE REC	REC SUPPLIES	548.00
AMAZON	LIB SUPPLIES	344.56
AUTOMATION ENGINEERING	EQUIPMENT UPGRADE	2,800.00
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,254.98
BARD CONCRETE	CONCRETE	208.58
BARRON MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	281.11
BECKER ELECTRIC, LLC	WELL 8 MAINTENANCE	753.52
BECKER, KRIS	INSTRUCTOR FEE	126.00
BLACK HAWK AUTOMATIC SPRINKLER	MAINTENANCE	506.89
BLACK HILLS/IA GAS UTILITY CO	FUEL	729.25
BOB STEPHEN MOTORS	VEHICLE MAINT	472.75

BSN SPORTS	FREIGHT	10.00
BUNTING, CLIFFORD D	REIMB MILEAGE	47.52
CARNICLE, RICK	REIMB FUEL	20.50
CENGAGE LEARNING	LIB MATERIALS	183.14
CENTER POINT	LIB MATERIALS	127.62
CITY LAUNDERING	MAINTENANCE	146.67
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
COMER, BRAD	REIMB MEDICAL	80.00
CONNOLLY CONSTRUCTION CO	W MARION STORM SEWER	13,818.00
CORKERY, KIMBERLY A	SUPPLIES	576.67
D & S PORTABLES	RENTAL	1,455.00
DATA TECHNOLOGIES, INC	TRAINING	1,376.01
DEL CO ECONOMIC DEV	REIMB INDUSTRY MONTH SUPPLIES	504.67
DEL CO FAIR SOCIETY	RENTAL	627.00
DEL CO TREASURER	PROPERTY TAXES	88.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	OFFICE SUPPLIES	196.68
DIAMOND VOGEL PAINTS	POOL PAINT	1,073.80
DJ REPAIR	REPAIR	361.60
DOLAN EXCAVATING, LLC	12' APRON	150.00
DON & WALT, LLC	MAINTENANCE	450.63
DON'S TRUCK SALES, INC	PARTS	121.14
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	547.20
DMASWA	SWEEPINGS	1,493.55
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	1,561.19
EASTERN IOWA PUMPING, INC	SLUDGE REMOVAL	24,238.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,240.78
ELM USA	REPAIR	13.00
ENVIRONMENTAL RESOURCE	LAB TESTS	351.52
EASTERN IA CARRIAGE GLOW	CARRIAGE GLOW	1,500.00
FAREWAY STORES	B&C SUPPLIES	159.90
FOLEY, DOUG	REIMB MILEAGE	139.32
FOLEY, ERICA	VB INSTRUCTOR	150.00
FOLSOM, KRISTY	REIMB TRAVEL & CONF	126.23
FRANCOIS, GARY	GARDEN REFUND	30.00
GARBARINO, MARISSA	GARDEN REFUND	15.00
GEORGEN AUTO	MAINTENANCE	172.17
GREELEY GARAGE LLC	PARTS	50.13
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARLAND TECHNOLOGY	TECH SERVICE	56.00
HAUSCHILD, JAMES R	REIMB MILEAGE	187.92
HAUSERS WATER CONDITION	OPERATING SUPPLIES	20.00
HENKENIUS, NEIL	GARDEN REFUND	15.00
HERITAGE PRINTING	PRINTING	394.30
HYDRITE CHEMICAL CO, INC	CHEMICALS	2,290.96
IA ONE CALL	ONE CALLS	60.40
IA PRISON INDUSTRIES	SIGNS	134.53
IA WORKFORCE DEVELOPMENT	UNEMPLOYMENT	2,682.00
IAMU	CONTINUING EDUCATION	300.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	217.18

ISAACS, DALTON	REIMB EXPENSE	50.00
JAM SYSTEMS & MIDLAND	MAINTENANCE	72.88
JOHN DEERE FINANCIAL	SUPPLIES	262.87
KARR, LLC	SUPPLIES	837.20
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	705.40
KMCH	RADIO ANNOUNCEMENTS	308.33
KRAMER, MILT L	MILEAGE REIMB	71.28
LANDSCAPES BY CHILDSPLAY	FABRIC	120.00
LEARN, ERIN	MILEAGE REIMB	193.32
MANCHESTER ANIMAL MEDICAL	SUPPLIES	16.53
MANCHESTER CARQUEST	PARTS	37.06
MANCHESTER FIRE FIGHTERS	REIMB SUPPLIES	411.96
MANCHESTER PRESS	PUBLICATION EXPENSE	1,766.78
MANCHESTER SIGNS	SIGNAGE	48.00
MARLA'S SCREEN PRINTS	FD UNIFORMS	1,121.36
MARTIN EQUIP OF IA-IL	PARTS	165.00
MATT PARROTT	OFFICE SUPPLIES	536.88
MEDIACOM	PHONE & INTERNET	403.81
MES - MIDAM	SUPPLIES	2,276.54
MID AMERICA BOOKS, INC	LIB MATERIALS	143.60
MID-IOWA SOLID WASTE EQUIP	VACCON REPAIR	3,132.09
MIDWEST RADAR & EQUIPMENT	SUPPLIES	240.00
MIDWEST TAPE	LIB MATERIALS	559.73
MIKE'S LANDSCAPING & LAWN	CONTRACT	125.00
MONTGOMERY, TIMOTHY	REIMB CONFERENCE	34.33
MUNICIPAL SUPPLY	METER SUPPLIES	326.89
NACOP	MEMBERSHIP	60.00
NEUHAUS CONSTRUCTION	WALKWAY REPAIR	9,943.48
NORSOLV, INC	SOLVENT	134.95
NORTHERN IOWA TREE CARE	TREE REMOVAL	10,200.00
OASIS PUMP SERVICE	REPAIRS	13,014.30
ODE DESIGN	LIB MATERIALS	44.00
ONEIDA SIGNS, LLC	SUPPLIES	195.50
PALAS CUSTOM FENCING & SUPPLIES	HANGAR FENCE	2,156.02
PALAS, ERIC	GARDEN REFUND	15.00
PALMER HARDWARE	SUPPLIES	2,866.05
PASKER, CHARLIE	GARDEN REFUND	45.00
PHILIPPSON MASONRY & CONC	LIB SIDEWALK	3,769.00
PITNEY BOWES	POSTAGE METER	183.57
POSITIVE PROMOTIONS, INC	EDUCATION MATERIALS	825.31
PRONTO MART	FUEL	6.46
RADIO COMMUNICATIONS, INC	RADIO REPAIR	309.90
REGIONAL MEDICAL CENTER	FIRE PHYSICAL	40.00
RIVER CITY STONE	FLOOD SAND	5,337.26
SARAH'S FLOWERS & GIFTS	SESQUICENTENNIAL SUPPLIES	68.50
SCHUMACHER ELEVATOR CO	MAINTENANCE	152.70
SHERE, ANGELA	SUPPLIES	6.12
SOLUTIONS MANAGEMENT	PRINTER MAINT	392.46
STANDARD AUTO PARTS	SUPPLIES	696.60
STATE HYGIENIC LABORATORY	LAB TESTS	541.00
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	330.00

TEEN LINK	SUBSCRIPTION	215.00
THE BREAD BASKET	SUPPLIES	670.00
THOMAS, LAURA	MILEAGE REIMB	125.21
THREE RIVERS FS	FUEL	7,858.68
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,138.00
UPS	SHIPPING	192.88
US CELLULAR	MOBILE PHONE	186.49
USA BLUE BOOK	PVC BALL VALVE	115.47
UTILITY EQUIPMENT CO, INC	TUBE & PLUNGER	341.86
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VICK, TIMOTHY J	REIMB MILEAGE	251.64
VOELKER, MARY	B&C SUPPLIES	90.00
VOSS, JENNIE	VB INSTRUCTOR	225.00
WALL STREET JOURNAL	SUBSCRIPTION	455.00
WALMART COMMUNITY	SUPPLIES	318.81
WELLMARK	PAYROLL WITHHOLDINGS	2,036.38
WHELEN ENGINEERING CO	FD SUPPLIES	14.99
WINDSTREAM	TELEPHONE/INTERNET	1,075.88
WOODLAND, JENNA	GARDEN REFUND	15.00
PAYROLL CHECKS		49,417.23
TOTAL ACCOUNTS PAYABLE		221,649.39
	FUND TOTALS	
	GENERAL	97,883.45
	HOTEL MOTEL TAX	4,354.51
	ROAD USE TAX	21,918.37
	EMPLOYEE BENEFITS	2,682.00
	POLICE SPECIAL USES	46.66
	LIBRARY GIFT & TRUST	3,956.03
	BIKEWAY/WALKWAY PROJECTS	9,550.77
	STREET IMPROVEMENT	18,378.44
	STREET PROJECTS	31.91
	WATER	16,749.15
	SEWER	46,098.10
	TOTAL	221,649.39

Delaware County Tourism Update

Janet Klostermann, Delaware County Tourism Director, provided the Council with a year-end report detailing tourism activity during 2016, and reviewed the tourism activities that occurred throughout the year. Ms. Klostermann thanked the City Council for their support of tourism.

Solid Waste and Recycling Contract

Craig Kluesner, Kluesner Sanitation, discussed with the Council potential changes to collection days as well as the pros and cons of using the provided containers. Mr. Kluesner requested that a decision be made on the containers soon. City Manager Vick commented that public input is being solicited on the container alternative and feedback will be provided to the Council at the November 28, 2016 meeting so a decision can be made at that meeting.

TIF Report Presentation - Larry Burger, Speer Financial

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

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

Ordinance 004-2016 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa
Motion by Behnken, seconded by Struble to approve the third consideration and final adoption of Ordinance 004-2016 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Approval of the renewal application for On Premise Class C Liquor License with Outdoor Service and Sunday Sales for the American Legion Post #45

Motion by Poynor, seconded by Behnken to approve the renewal application. ON CALL OF ROLL: AYES: Poynor, Behnken, Sherman, Stelken. NAYS: None. ABSTENTIONS: Struble (Council Member Struble abstained as he is an officer with the American Legion.

Proposed ATV/UTV Ordinance

City Attorney Peters reviewed the proposed ordinance with the Council. The Council discussed at length with those present the following: designation of a route, crossing of state highways, classification of ATVs/UTVs, Delaware County's ordinance, a letter received with concerns regarding ATVs/UTVs (OHVs), the city's responsibilities, safety concerns, paved roads versus off road usage, timeframe for adoption, different types of vehicles allowed on streets, the size of Manchester and the amount of traffic, the decision making process, statistics, and changes in ATVs/UTVs in the last 5 years. The Council agreed the ordinance should be on the agenda for consideration at the next meeting.

Roof Replacement at Aquatic Center

Mayor Kramer referred Council to memo from Parks and Recreation Director regarding the re-roofing of the bath house at the aquatic center. Three quotes were obtained for the work, with the lowest coming from Hammer Time Construction.

Motion by Sherman, seconded by Struble to approve the estimate from Hammer Time Construction in the amount of \$6,635.00 for a shingle layover of the Aquatic Center bath house roof. 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 the goal setting session will be November 17, 2016 starting at noon.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 6:40pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk