

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