

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