

**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