

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