

Minutes of the Regular Meeting of the City Council of the City of Manchester
June 12, 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 Sherman, seconded by Struble to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

- 2.1 Approval of the minutes of the May 18, 2017 City Council meeting and May 22, 2017 City Council meeting
- 2.2 R-065-2017 Resolution Approving Bills
- 2.3 Acknowledge receipt of the following City reports & minutes:
 - the minutes of the May 11, 2017 Library Board meeting
 - the May 2017 Statistical Report for the Library
 - the June 5, 2017 Parks & Recreation Commission meeting
 - the May 2017 Wastewater IDNR Reports
- 2.4 Motion to approve the following liquor license applications:
 - New 5 Day On Premise Class B Beer Permit with Outdoor Service Area for the Manchester Area Chamber of Commerce for their August 4, 2017 First Friday at Five event
 - New 5 Day On Premise Class B Beer Permit with Outdoor Service Area for the Manchester Area Chamber of Commerce for their August 12, 2017 Bacon & Hops event
 - New 14 Day On Premise Class C Liquor License with Outdoor Service Area and Sunday Sales for the Delaware County Fair Society for the Delaware County Fair July 10, 2017 - July 16, 2017
 - Premise Update Application for the Delaware County Fair Society
- 2.5 R-066-2017 Salary Resolution (Annual, Seasonal, Library)
- 2.6 Review decision of the Board of Adjustment to approve the request of Scott Wulfekuhle, 106 West Howard Street, for an exception to Section 165.06(6.2) of the City Code to allow for a fifteen foot setback on the rear property line
- 2.7 Review decision of the Board of Adjustment to approve the request of Greg Rogers, 1110 East Main Street (Lightning Lanes), for a variance of five feet to the height restrictions in Section 165.25(10) of the City Code
- 2.8 R-067-2017 Resolution Approving Engineering Agreement (2017 Utility Improvements)
- 2.9 Motion to approve the following renewal applications for Iowa Retail Cigarette Permits:
 - Casey's #2185 (West Main)
 - Casey's #2624 (North Franklin)
 - Cork N' Bottle
 - Dollar General
 - E-Z Pickins
 - Fareway Stores
 - Fraternal Order of Eagles Club
 - Kwik Star #790
 - Pronto
 - Wal-Mart

2.10 R-068-2017 Resolution Authorizing and Approving a certain Loan Agreement, providing for the Issuance of \$1,950,000 General Obligation Corporate Purpose Bonds, Series 2017, and providing for the Levy of Taxes to pay the same

2.11 Approve payment of a claim totaling \$8,625.00 to Burrington Group, Inc. for the 2018 Street Project

2.12 Approve the bid of Wade’s Custom Woodworking to replace the cabinets in the Dispatch Office at a cost of \$7,600.00

2.13 R-069-2017 Resolution for Disposal of Abandoned Bicycles

2.14 R-070-2017 Resolution Waiving Right to Review Plat (McGraw)

2.15 Approve Pay Estimate #3 in the amount of \$240,303.05 to Top Grade Excavating for the 2017 Street Improvement Project

2.16 Approval of the Consent Agenda

Motion by Poynor, seconded by Behnken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ADVANCED ENVIRONMENTAL	ASBESTOS REMOVAL	9,688.00
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	3,226.03
AMAZON	LIB SUPPLIES	1,096.34
ANDERSON WELDING	MAINTENANCE	39.81
AUNT EMMY’S	INTERIOR GRANT	612.87
AWARD COMPANY OF AMERICA	PLAQUES	214.50
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,043.91
BECKER ELECTRIC	BUILDING MAINT	2,157.91
BECKER, KRIS	FITNESS INSTRUCTOR	111.60
BLACK HILLS ENERGY	HEATING FUEL	2,192.48
BLANK PARK ZOO	LIB PROGRAM	158.58
BOUBIN TIRE & AUTO	BRAKES	856.22
BREHME DRUG INC	CPR MASKS	160.00
BROWN SUPPLY COMPANY	HYDRANT EXTENSION	946.00
BUSINESS FORMS DIVERSIFIED	UTILITY BILLS	774.37
CDW GOVERNMENT	LIB EQUIPMENT	56.04
CENGAGE LEARNING	LIB MATERIALS	122.36
CENTER POINT	LIB MATERIALS	127.62
CHEMSEARCH	CHEMICALS	315.38
CINTAS CORPORATION	FIRST AID	235.71
CITY LAUNDERING	LIB MAINTENANCE	95.52
CITY OF MANCHESTER	COMPLEX WATER	117.80
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
COLOFF DIGITAL	WEBSITE	179.00
CREDIT BUREAU SERVICES OF IA	COLLECTIONS	60.63
DATA TECHNOLOGIES, INC	ONSITE TRAINING	1,783.21
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	37.20
DEL CO TOURISM	STATE FARM GRANT FOR TOURISM	500.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELAWARE TRANSFER INC	CULVERT MAINT/REPAIR	2,578.30
DEMCO	LIB EQUIPMENT	2,640.31
DIAMOND VOGEL PAINTS	PAINT	1,158.00

DON'S APPLIANCE	FREEZER	549.00
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	27.65
ECIA	TRAIL COUNTERS	216.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,226.44
ELM USA,INC	LIB EQUIP REPAIR	25.00
FAREWAY STORES, INC	SUPPLIES	753.93
FASTENAL COMPANY, INC	CABINET	945.02
FEHR GRAHAM	ENGINEERING FEES	10,737.75
FOLSOM, KRISTY	GEOCACHING	101.39
FRANCOIS, ANN	TIRRILL PARK SHELTER REFUND	20.00
GIENAPP CONSTRUCTION	SHOP DOOR	785.00
GROUT MUSEUM DISTRICT	LIB PROGRAM	405.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSCHILD, JAMES R	REIMB UNIFORM	116.60
HAUSERS WATER CONDITIONING	D-45	20.00
PEGGY HILL	REFUND SEIBERT RENTAL	75.00
HYDRITE CHEMICAL CO, INC	CHEMICALS	1,359.20
IA CITY/COUNTY MGMT ASSOC	2017 MEMBERSHIP	150.00
IA DEPT OF JUSTICE	POLICE FORFEITURE	241.80
INGRAM LIBRARY SERVICES	LIB MATERIALS	60.97
JOHN DEERE FINANCIAL	SUPPLIES	499.05
KARR, LLC	LIB SUPPLIES	918.05
KMCH	NEWS RELEASES	600.00
KRAMER, MILT L	MILEAGE REIMB	94.16
LANDSCAPES BY CHILDSPLAY INC	TREES	905.00
LEARN, ERIN	MILEAGE REIMB	31.31
LIBRARY IDEAS LLC	STREAMING SUBSCRIPTION	3,250.00
LONZA	CHEMICALS	3,856.54
LYNCH DALLAS, PC	LEGAL FEES	2,886.00
MANCHESTER AREA CHAMBER	RHUBARB RUN REGISTRATION	74.00
MANCHESTER PIZZA RANCH	PIZZA	360.00
MANCHESTER PRESS	LEGALS	644.52
MARLA'S SCREEN PRINTS & MORE	T-SHIRTS	871.08
IOWA OFFICE INTERIOR	UTILITY BILLS	863.14
MELISSA MEANEY	SWIM LESSON REFUND	30.00
MEDIACOM	PHONE & INTERNET	433.05
MID AMERICA BOOKS, INC	LIB MOVIES	84.75
MIDWEST PATCH/HI-VIZ SAFETY	SIGNAGE	36.00
MIDWEST TAPE	LIB MATERIALS	223.20
NEIRL	NEIRL DUES	25.00
PALMER HARDWARE, INC	SUPPLIES	881.49
PEPSI COLA BOTTLING CO	BEVERAGES	4,178.77
PETERS LAW OFFICE	PROFESSIONAL SERVICES	1,292.00
PITNEY BOWES	CITY OFFICE POSTAGE	900.00
PITNEY BOWES	LIBRARY POSTAGE	360.72
POSTMASTER	POSTAGE	545.91
RADIO COMMUNICATIONS	TECH SERVICE	114.80
REGIONAL MEDICAL CENTER	WORK COMP INJURY	1,199.13
RELIANCE STANDARD LIFE INS	INSURANCE	426.15
THE ROPE WARRIOR	LIB PROGRAM	350.00
SCHRECK, JO	REIMB KIDS & CRITTERS	38.12

SCHUMACHER ELEVATOR	LIB MAINTENANCE	157.97
SCHWAN'S HOME SERVICE	SUPPLIES	1,554.04
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	9,493.18
STATE HYGIENIC LABORATORY	LAB TESTS	136.50
TAPED EDITIONS	LIB AUDIOBOOKS	4,368.00
THE ART OF WONDER	LIB PROGRAM	300.00
GAZETTE COMMUNICATIONS	LEGAL	256.90
THE PENWORTHY COMPANY	LIB MATERIALS	366.49
THREE RIVERS FS	FUEL	4,419.13
TREASURER STATE OF IOWA	STATE TAX	3,098.00
VAN METER INC	SPECTROMETER	103.33
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VISION SERVICE PLAN	INSURANCE	570.96
WALMART COMMUNITY	SUPPLIES	833.14
WELLMARK	INSURANCE	27,094.55
WINDSTREAM	LIB PHONE	153.08
WT.COX	SUBSCRIPTION	2,136.49
PAYROLL CHECKS		52,343.85
DEPOSIT REFUNDS ON 5/24/2017		276.38
TOTAL ACCOUNTS PAYABLE		207,000.90
	FUND TOTALS	
	GENERAL	95,685.67
	ROAD USE TAX	23,746.36
	EMPLOYEE BENEFITS	24,204.17
	POLICE SPECIAL USES	288.46
	HOUSING ACQ/DEMOLITION	83.70
	PARK GIFT & TRUST	1,606.04
	LIBRARY GIFT & TRUST	9,893.30
	DOWNTOWN INCENTIVE	612.87
	WHITEWATER PARK PROJECT	12,888.00
	BIKEWAY/WALKWAY PROJECTS	216.00
	STREET PROJECTS	8,273.00
	WATER	16,021.17
	UTILITY DEPOSIT TRUST	276.38
	SEWER	13,205.78
	TOTAL	207,000.90

Regional Planning Affiliation (RPA) Region 8 - Chandra Ravada, Transportation Director

Chandra Ravada, Transportation Director RPA Region 8, provided the Council with a handouts detailing the Transportation Improvement Program and the City of Manchester's Surface Transportation Program funding history. Mr. Ravada discussed with the Council the process for federal funding for transportation projects, Manchester's projects, and his agency's role.

Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision

Jason Wenger, The Burrington Group, addressed the Council regarding Joe Hildebrand's development on West Main Street. The Burrington Group has been assisting Mr. Hildebrand with a site plan and elevations on his property. Mr. Wenger provided a drawing to the Council which showed a draft of the

proposed development and how the alley would be utilized. Mr. Wenger and Mr. Hildebrand have met with Paul Roussell, adjacent property owner, to discuss his concerns with the proposed development.

The Council discussed with those present parking in that location, adjacent property owner concerns, flooding, the proposed development, and the alternative plan if the alley is not vacated.

Motion by Poynor, seconded by Stelken to proceed with the second reading and consideration of Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision. Motion carried, all ayes.

Ordinance 005-2017 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 41.14 Fireworks

Mayor Kramer referred the Council to the proposed ordinance addressing fireworks sales and usage within city limits. Mayor Kramer noted the proposed ordinance would not allow the discharge of fireworks in Manchester and set the guidelines for firework sales in town. This ordinance is similar to that being passed in other communities in response to recently passed legislation by the State of Iowa.

The Council discussed the enforcement of the ordinance, the fire hazard larger fireworks in town when homes are located close together, the noise nuisance, and the limitations of the ordinance.

Motion by Poynor, seconded by Stelken to waive the first and second consideration of Ordinance 005-2017 and proceed to the third and final consideration. Motion carried, all ayes.

Motion by Poynor, seconded by Behnken to approve the third consideration and final adoption of Ordinance 005-2017 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 41.14 Fireworks. Motion carried, all ayes.

Riverbank Repairs

City Manager Vick informed the Council that FEMA has notified the City that they will have to complete an environmental assessment if the City wants to use FEMA monies to mitigate (improve) the riverbank that was damaged in the flood last fall. FEMA will not require an environmental assessment if the City just repairs the riverbank to pre-flood condition. The environmental assessment is a lengthy process.

The Council will discuss the riverbank repairs at a future meeting.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

Reports

City Manager Vick thanked the Public Works and Parks Departments for all the work done in assisting with the Rhubarb on the River event.

Council Member Poynor commented that there is a great video on the Iowa Outdoors website about the Manchester Whitewater Park.

Council Member Stelken stated he was contacted by a resident about a cat problem on the north end of town and asked if the animal control department captures cats. Police Chief Hauschild responded that the animal control officer will trap cats and take them to the shelter.

Motion by Struble, seconded by Stelken that the meeting adjourn at 5:55pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk