

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, July 24, 2017

Mayor Kramer called the meeting to order at 5:00pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Connie Behnken, Ron Struble. Absent: Dan Stelken.

Motion by Sherman, seconded by Behnken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the July 10, 2017 City Council meeting

2.2 R-081-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- June 2017 Wastewater Reports
- Manchester Public Library Annual Report for 7/1/2016-6/30/2017
- the minutes of the July 3, 2017 Parks & Recreation Commission meeting
- the June 2017 Statistical Report for the Library
- the minutes of the June 8, 2017 Library Board meeting

2.4 Liquor License Applications

- New 5 Day Application for On Premise Class B Beer Permit with Outdoor Service Area for the Hartwick Lake Ski Club for their event at Schram Park on August 27, 2017

2.5 Ordinance 006-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration and final adoption

2.6 Downtown/Commercial Incentive Program Applications

- Commercial Facade Grant Application in the amount \$7,500.00 for 704 East Main Street
- Commercial Parking Grant Application in the amount of \$10,000.00 for 704 East Main Street

2.7 Downtown/Commercial Incentive Program Grant Payments

- Acquisition Assistance in the amount of \$1,777.56 to Greg Rogers for the property at 1110 East Main Street
- Facade Grant in the amount of \$7,500.00 to Greg Rogers for the property at 1110 East Main Street

2.8 R-082-2017 Resolution Approving Airport Hangar Lease (Hangar 5)

2.9 R-083-2017 Resolution of Support for the Iowa Department of Natural Resources Resource Enhancement and Protection Grant Application for the Riverfront Phase 1 Improvement Project

2.10 Approve the request of the Hero Hustle Committee to use Schram Park for the Hero Hustle Sprint Triathlon on August 27, 2017

2.11 Approve request of the Hartwick Huskys host their end of season show and sell alcohol at Schram Park on August 27, 2017

2.12 R-084-2017 Resolution Waiving Right to Review Plat (Glew)

2.13 R-085-2017 Resolution Accepting Work Covering the South 5th Street Reconstruction Project

2.14 Approve request of the Parks & Recreation Department to close a portion of South Franklin Street on September 2, 2017 (rain date September 3, 2017) from 4:00pm until midnight for the "Movie in the Street" event

2.15 Acknowledge receipt of unpaid nuisance mowing bills and approve certification to the Delaware County Treasurer for collection on property taxes

2.16 Approve payment of claims totaling \$22,279.05 to Fehr Graham for engineering services

2.17 Ordinance 007-2017 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, first consideration and adoption

2.18 Motion to set August 23, 2017 at 10:30am as the date and time for the letting of the 2017 Utility Project

2.19 Motion to set August 28, 2017 at 5:00pm as the date and time for a Public Hearing on plans and specifications for the 2017 Utility Improvement Project

2.20 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Behnken, seconded by Poynor to approve the Consent Agenda. Motion carried, all ayes.

Bills Approved for Payment

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER	79.95
ACCESS SYSTEMS LEASING	COPIER	340.56
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	16,236.17
AMAZON	LIBRARY MATERIALS	406.85
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,397.31
BLACK HILLS ENERGY	HEATING FUEL	2,645.90
BOOK PAGE	SUBSCRIPTION	324.00
BOUBIN TIRE & AUTOMOTIVE	FLAT REPAIR	21.55
BURRINGTON GROUP	ENGINEERING	5,175.00
CENGAGE LEARNING	LIBRARY MATERIALS	155.15
CENTER POINT	LIBRARY MATERIALS	258.84
CITY LAUNDERING	LIB MAINTENANCE	146.19
CITY OF MANCHESTER	SPORTS COMPLEX UTILITIES	639.03
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,013.26
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
DARRIN SIEFKEN	WHITEWATER SAFETY ROCKS	1,097.00
CREATIVE PRODUCT SOURCE	SUPPLIES	174.40
HORACE DAVIS	REFUND SEIBERT DEPOSIT	50.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	948.50
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	LIBRARY SUPPLIES	236.95
DYERSVILLE COMMERCIAL	PUBLICATIONS	222.35
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	25,575.79
ELECTRICAL ENGINEERING	REPAIR WELL 6 GENERATOR	2,671.66
ELM USA	LIBRARY MAINT	25.00
FAREWAY STORES	CONCESSIONS	286.59
FASTENAL COMPANY	ALUMINUM TRIPOD	3,698.21
FEHR GRAHAM	ENGINEERING FEES	25,232.25
THE FISH SHACK	MAINTENANCE	75.00
FOLSOM, KRISTY	REIMB SUPPLIES	56.42
GALLS	POLICE UNIFORM	94.57
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSCHILD, JAMES R	REIMB FUEL	20.30
HAWKINS	CHEMICALS	676.30
HERITAGE PRINTING	SUPPLIES	42.50
HITECH COMMUNICATIONS	LIBRARY MAINT	574.00

HYDRITE CHEMICAL CO	POOL CHEMICALS	987.00
IA LAW ENFORCEMENT ACADEMY	PD RECERTIFICATION	50.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	144.20
IMFOA	DUES	50.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	82.30
INTERSTATE INDUST SERVICE	WTR PRESSURE TRANSMITTER	1,908.86
IPERS	PAYROLL WITHHOLDINGS	21,242.49
KARR	OFFICE SUPPLIES	433.85
KBI WAREHOUSE & DISTR	REMU RENTAL/SWEEPING	750.00
KLUESNER SANITATION	GARABGE/RECYCLING CONTRACT	20,481.26
KOCH BROTHERS	COPIER MAINTENANCE	397.36
KRAMER, MILT L	MILEAGE REIMB	47.08
LAHR REPAIR	PARTS	21.14
LANDSCAPES BY CHILDSPLAY	LIB SUPPLIES	116.74
LAURYN'S KEEPSAKES	DOWNTOWN INCENTIVE GRANT	1,553.93
MAIN STREET REPAIR	COMMERCIAL INCENTIVE GRANT	4,000.00
MANCHESTER SIGNS	WHITEWATER BANNER	130.00
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	100.00
IOWA OFFICE INTERIOR	SUPPLIES	380.28
MCGREAL, AMANDA	REIMB SUPPLIES	89.11
MIDWEST TAPE	LIB MATERIALS	377.14
MIDWEST WHEEL COMPANIES	FD PARTS	326.60
MIKE L VORWARD	MOW CONTRACT	200.00
NICC	MREP MEDIACOM	1,258.80
OVERDRIVE	SUBSCRIPTION	914.04
PITNEY BOWES	POSTAGE	1,008.50
PRONTO MART	FUEL, SUPPLIES	142.54
PROQUEST	SUBSCRIPTION	680.00
RADIO COMMUNICATIONS	FD MAINTENANCE	323.12
THE ROPE WARRIOR	LIBRARY MATERIALS	17.00
SCHUMACHER ELEVATOR	LIBRARY MAINT	157.97
SCHWAN'S HOME SERVICE	CONCESSIONS	405.81
SENSUS METERING SYSTEMS	SOFTWARE SUPPORT	1,715.95
SHERE, ANGELA	REIMB SUPPLIES	223.22
STATE LIBRARY OF IOWA	LIB SUBSCRIPTION	59.23
SUE'S FLOWER & GARDEN CTR	SUPPLIES	205.60
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINT	144.00
TELEGRAPH HERALD	SUBSCRIPTION	296.81
GAZETTE COMMUNICATIONS	SUBSCRIPTION	301.60
THOMAS, LAURA	MILEAGE REIMB	157.29
TOP GRADE EXCAVATING	PAY ESTIMATE #4: 2017 STREETS	182,687.33
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,721.00
UPS	SHIPPING	66.34
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	MOBILE DATA	280.11
VICK, TIMOTHY J	MILEAGE REIMB	218.28
WALMART COMMUNITY	SUPPLIES	446.07
WELLMARK	HEALTH INS	5,328.71
JASON WHITE	REIMB UNIFORM	126.59
WICKS ENTERPRISES	DOWNTOWN INCENTIVE GRANTS	22,274.61
WINDSTREAM	PHONE/INTERNET	172.88

PAYROLL CHECKS		74,515.09
TOTAL ACCOUNTS PAYABLE		447,637.74
	FUND TOTALS	
	GENERAL	147,633.41
	ROAD USE TAX	18,747.40
	POLICE SPECIAL USES	46.66
	ACQUISITION/DEMOLITION	11.82
	TIRRILL TRUST	666.85
	LIBRARY GIFT & TRUST	684.47
	DOWNTOWN INCENTIVE	27,885.16
	WHITEWATER PARK PROJECT	18,510.25
	STREET PROJECTS	193,971.83
	WATER	20,646.22
	SEWER	18,833.67
	TOTAL	447,637.74

Public Hearing

At 5:10pm, Mayor Kramer opened the Public Hearing on the sale of City owned property described as Lot 2, Whitewater Park Subdivision.

City Manager Vick informed the Council that the property is the brick warehouse on the southwest side of the former Smitty's property including access and three feet around the perimeter. This is the piece of property Bob Stephen Motors is interested in acquiring for cold storage and access on the east side of their property.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:13pm.

City Manager Vick informed the Council that Stephen Land Investments, L.C. has agreed to purchase the land for \$100,000.00.

Motion by Poynor, seconded by Sherman to adopt R-086-2017 Resolution Approving the Sale of Certain Real Estate. Motion carried, all ayes.

Protest Hearing on the Award of the Demolition Contract for 228, 304 & 314 West Main Street to Mark Fink as requested by Randy Harbach, Delaware Transfer

Mayor Kramer informed the Council that Randy Harbach had requested a hearing to protest the award of the demolition contract to Mark Fink.

Randy Harbach referred the Council to the letter he had sent and asked why the Council made the decision to award the contract to Mark Fink.

Mayor Kramer commented that because the bids were within \$151.00 of each other, the Council awarded the contract to Mark Fink as his home and business are located in town. Mr. Harbach responded that he does own a property in town and does a lot of business in town.

Council Member Poynor commented that her reasoning was that the City needs to support the entities that pay taxes to the City and that because the bids were so close, she felt she needed to support the local contractor.

Mr. Harbach also asked about the point system used for ranking the proposals, noting he had received higher points than Mark Fink. City Manager Vick responded that the point system was used as an evaluation tool for the proposals. Mayor Kramer noted there was a committee of five staff people that reviewed the proposals. City Manager Vick further stated that the Council did review the points but opted to proceed with the local contractor and referenced the City's purchasing policy adopted by the Council which allows for local preference when bids are within 5% of each other.

Council Member Sherman commented that the Council is making an effort to utilize local contractors due, in part, to a recently let sidewalk project that wasn't awarded to a local contractor and the prices were similarly close.

Mr. Harbach asked if the Council would re-bid the contract.

Following discussion, the City Council re-affirmed their decision to utilize Mark Fink for the demolition on the property. Mr. Harbach thanked the Council for their time.

Dog Park Committee

Chuck Ungs, Manchester Good to Great Dog Park Committee member, provided the Council with a handout on the twelve different sites the Committee has investigated as potential locations for the dog park. In reviewing the sites, the Committee looked at proximity to walkways, dry location, an area free from weeds and overgrowth, access to water, and an acre plus in size. Mr. Ungs reviewed the pros and cons of each site listed and commented that, based on their research, the location on Vine Street is the best option for the proposed park. The Committee feels the issues brought up at the last meeting can be addressed with different gates to allow for equipment access to the farmland.

Council Member Sherman commented that he thought this issue had been resolved at the prior meeting and that the group was going to look at another location. Mr. Sherman further stated that he is hoping to build in that area eventually and if the park is there and gated, it will limit the use.

Linda Slobodnik, Committee member, commented that it appeared Council Member Sherman had a conflict of interest and asked him to leave the meeting to allow the Committee to have a conversation regarding the dog park with the Council. Council Member Sherman responded that he will not vote on the issue because he does have a conflict but stated that as a resident he's allowed to speak.

The Council and the Dog Park Committee members discussed: access at the proposed location; alternative locations; traffic on South Brewer Street and the potential for accidents; parking at the proposed location; dog parks in other communities; providing the Committee assistance in finding a location; fundraising; fencing; FEMA regulations on the lots acquired with FEMA funds; the Council's stance on the project; and the need for a decision on the location to be made.

The Council expressed their support for the dog park project and the Mayor asked the Dog Park Committee to invite the City Council to their future meetings so they can assist in finding a location.

Historic Route 20 Signage - Caryssa Philgreen, Delaware County Tourism Director

Caryssa Philgreen, Delaware County Tourism Director, addressed the Council regarding the Historic Route 20 Association and their work to install Historic Route 20 Signage. Delaware County Tourism was approached about the signage project and they feel it is a beneficial project. The Tourism Committee is recommending the City participate in this project.

The Council reviewed the proposal, noting there would be three sets of signs placed along Historic Route 20 in the City and the City would be responsible for the installation and maintenance of the signs.

Motion by Poynor, seconded by Struble to adopt R-087-2017 Resolution Declaring Support and Intent of Placement of Historic Route 20 Signage on the City Maintained Road. Motion carried, all ayes.

Request to set alley grade along West Main Street

Jason Wenger, The Burrington Group representing Joe Hildebrand, stated that they are requesting the alley be elevated to facilitate re-development of the area. The request is in accordance with the City's comprehensive plan. Mr. Wenger reviewed the proposed plans for the elevation of the alley.

Paul Roussell, adjacent property owner, commented that he has concerns about where the alley elevation will begin in relation to his property.

Randy Hahn, adjacent property owner, commented that he is opposed to an elevation change and is concerned about flooding in that area.

The Council discussed with those present the impact of the elevation on flooding; vacation of the alley or keeping it open; access to the properties; potential modifications to the alley elevation; and permits for development.

Mayor Kramer asked Mr. Wenger to revise the plans for the alley elevation and bring them back to the Council for consideration.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on the minor flooding that occurred the past weekend.

Motion by Struble, seconded by Behnken that the meeting adjourn at 6:25pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk