

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, August 28, 2017

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

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

City Manager Vick asked that Tom Amthauer with the Country Cruisers Car Club be added to the agenda. Motion by Stelken, seconded by Struble to approve the agenda as amended. Motion carried, all ayes.

Tom Amthauer, Country Cruisers Car Club, presented the City Council with an Appreciation Plaque and thanked the City for their support and assistance during the weekend of the Annual Car Cruise.

Consent Agenda

- 2.1 Approval of the minutes of the August 10, 2017 Committee of the Whole meeting and the minutes of the August 14, 2017 City Council meeting
- 2.2 R-095-2017 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
 - the July 2017 Wastewater Activity Report
 - the minutes of the August 9, 2017 Planning and Zoning Commission meeting
- 2.4 Ordinance 007-2017 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, third consideration and final adoption
- 2.5 R-096-2017 Resolution Amending Salary Resolution
- 2.6 Approve payment of claims totaling \$17,733.95 to Fehr Graham for engineering services
- 2.7 Approve the request of Delaware County Tourism for financial assistance in the amount of \$801.25 to allow Caryssa Philgreen, Tourism Director, to attend the Iowa Tourism Conference
- 2.8 Approve payment in the amount of \$53,651.00 to Mark Fink for the demolition of the buildings at 228-314 West Main Street
- 2.9 R-099-2017 Resolution Waiving Right to Review Plat (Domeyer)
- 2.10 Approve the bid of Philippson Concrete Construction for the Veteran's Memorial parking lot in the amount of \$13,998.75
- 2.11 Motion to set September 25, 2017 as the date and time for a Public Hearing on the alley vacation request from Community Savings Bank
- 2.12 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER	74.95
ACCESS SYSTEMS LEASING	CONTRACT	340.56
ADDOCO	PLAYGROUND MULCH	803.75
AFLAC	PAYROLL WITHHOLDING	445.35
ALLIANT ENERGY	ELECTRICITY	2,218.53
AMERICAN BUTTON MACHINES	MACHINE & SUPPLIES	432.95
AMERICAN SEWER PARTS	SUPPLIES	30.68
ANDERSON WELDING	PIPE	17.48
ASCAP	LICENSE	344.13
BAKER & TAYLOR BOOKS	LIB MATERIALS	907.73

BARD MATERIALS	STREET MAINT	1,535.45
BARRON MOTOR	VEHICLE SUPPLIES	144.90
BECKER, BEV	REPAIRS	153.57
BLACK HAWK CO HEALTH DEPT	POOL INSPECTION	568.00
BLACK HILLS ENERGY	GAS	1,786.16
BOUBIN TIRE & AUTOMOTIVE	SPIN BALANCE	18.00
BROWN SUPPLY COMPANY	DYE STRIPS	175.50
BUNTING, CLIFFORD D	REIMB MILEAGE EIRHA	44.94
CITY LAUNDERING	LIB MAINTENANCE	97.46
CITY OF MANCHESTER	COMPLEX WATER	363.35
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDING	909.57
COLLECTION SERV CENTER	PAYROLL WITHHOLDING	466.05
COLOFF DIGITAL	WEBSITE	179.00
CORKERY, KATHY	REIMB CHAIRS	541.26
CORNERSTONE CONCRETE CONSTR	STREET MAINT	1,000.00
CUTTING EDGE GRAPHICS	HERO HUSTLE SHIRTS	552.49
D & S PORTABLES	SOCCER FIELD	110.00
DEL CO ABSTRACT CO	ABSTRACT	320.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	946.90
DEL CO TREASURER	TAXES	5,878.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDING	375.00
DELHI LUMBER	LUMBER	59.37
DEMCO	LIB PROGRAMS	234.33
DIAMOND VOGEL PAINTS	PAINT	1,195.80
DOLAN INS AGENCY	INSURANCE	448.00
DON & WALT	CURB BOX SUPPLIES	2,223.50
WOODWARD COMMUNICATIONS	PUBLICATIONS	61.00
ECIA	GRANT WRITING	4,421.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDING	21,417.47
ELM USA	MAINTENANCE	25.00
ENGELKEN, ALEX	SOCCER INSTRUCTION	150.00
ENGINEERED EQUIPMENT	PARTS	4,803.00
EQUIPMENT MANAGEMENT	SUPPLIES	1,156.00
ERIN LEARN PETTY CASH	START-UP CASH: HERO HUSTLE	300.00
F & W SERVICE COMPANY	LIFT INSPECTION	274.00
FAREWAY STORES	POOL CONCESSIONS	74.61
FASTENAL COMPANY	CALIBRATION GAS	429.13
FOLSOM, KRISTY	REIMB SUPPLIES	231.44
GALLS	SUPPLIES	161.28
GEORGEN AUTO	VEHICLE MAINT	700.65
CHRISTOPHER GIENAPP	DOOR REPAIR	92.00
GOOD NEIGHBOR SOCIETY	SENIOR WELLNESS FAIR	50.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDING	485.00
HARLAND TECHNOLOGY SERVICE	SOFTWARE SUPPORT	5,576.20
HAUSERS WATER CONDITIONING	CHEMICALS	20.00
HAWKINS	CHEMICALS	566.90
HENDERSON PRODUCTS	PRESSURE VALVE	51.00
IA DEPT OF AGRICULTURE	LICENSE	75.00
IA PARK & REC ASSOC	IPRA TICKETS (RESALE)	2,300.00
IAHO	MEMBERSHIP	30.00
IDNR	NPDES PERMIT	210.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	178.12

IPERS	PAYROLL WITHHOLDING	21,704.80
ISU	INSECT ZOO	436.67
J & R SUPPLY	WRAPAROUND	1,015.00
JOHN DEERE FINANCIAL	SUPPLIES	291.45
K & W COATINGS	MAINTENANCE	4,100.00
KARR	SUPPLIES	751.43
KLUESNER SANITATION	GARBAGE/RECYCLING	20,471.05
KMCH	PRESS RELEASES	500.00
KRAMER, MILT L	REIMB MILEAGE	47.08
LAHR REPAIR	REPAIRS	233.32
LANDSCAPES BY CHILDSPLAY	TREES	527.00
LANGEL, JANICE	UNIFORM SUPPLIES	120.00
LEARN, ERIN	MILEAGE REIMB	142.31
LINCOLN AQUATICS	CHEMICALS	79.92
MADLOM, JEFF	REIMB FLOWERS	100.00
MANCHESTER MOTOR SUPPLY	SUPPLIES	81.59
MANCHESTER PIZZA RANCH	POOL CONCESSIONS	298.25
WOODWARD COMMUNICATIONS	LEGAL PUBLICATIONS	524.59
MARLA'S SCREEN PRINTS & MORE	UNIFORM SUPPLIES	171.00
MARTIN EQUIP OF IA-IL	SUPPLIES	201.57
MIDWEST PATCH/HI-VIZ SAFETY	SIGNS	1,192.30
MIDWEST TAPE	LIB MATERIALS	167.97
MIKE L VORWARD	MOWING CONTRACT	100.00
MIRACLE RECREATION EQUIP	PLAYGROUND EQUIP	496.88
PREMIER PARTS	PARTS	23.36
NORTHERN IOWA TREE CARE	TREE REMOVAL	3,050.00
ON-SITE INFORMATION DESTR	SHREDDING	100.00
ONEIDA SIGNS, LLC	RHUBARB MEDALS	91.50
ORKIN EXTERMINATION	EXTERMINATOR	725.25
PETERS LAW OFFICE	PROFESSIONAL SERVICES	920.00
PITNEY BOWES	INK	122.38
PLASTIC RECYCLING OF IA FALLS	HEX TABLE	2,350.00
PRONTO MART	FD SUPPLIES	14.77
REMOTE ALARMS AND CONTROLS	CATALYST TEST	200.00
REGIONAL MEDICAL CENTER	PHYSICAL	245.50
SALOW MECHANICAL INSULATION	WWTP INSULATION	200.00
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	354.22
SHERE, ANGELA	REIMB SUPPLIES	112.49
SIMON'S LAWN CARE & MAINT	TIRRILL HYDRO & TACK	5,442.84
SMOCK, JEFF	MILEAGE REIMB	239.68
SOLUTIONS MANAGEMENT GROUP	PRINTER	220.30
STATE HYGIENIC LABORATORY	LAB TESTS	500.00
STATE LIBRARY OF IOWA	SUBSCRIPTION	335.74
STETSON BLDG PRODUCTS, IN	SUPPLIES	170.10
SUE'S FLOWER & GARDEN CTR	LANDSCAPE SUPPLIES	393.25
SULLIVAN, EMILY	LIFEGUARD RECERT	50.00
TAUKE, MATT	REIMB UNIFORM	127.15
TEAMSTERS LOCAL 238	UNION DUES	347.00
THREE RIVERS FS	FUEL	3,725.38
TOP GRADE EXCAVATING	PAY #5: 2017 STREETS	391,903.06
TREASURER STATE OF IOWA	PAYROLL WITHHOLDING	3,382.00
TRUMBLEE, DAVID	REIMB UNIFORM SUPPLIES	296.92

ULINE	LABELS	42.66
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDING	771.96
WALMART COMMUNITY	SUPPLIES	480.90
WEINER'S STUMP REMOVAL	STUMP REMOVAL	417.50
WELLMARK	PAYROLL WITHHOLDING	2,266.99
WHITE, JASON	REIMB SUPPLIES	15.25
WICKS ENTERPRISES	FACADE GRANT: 111 W MAIN	1,774.72
WINDSTREAM	PHONE & INTERNET	252.43
WOODS, JULIE	REIMB SUPPLIES	219.20
WRIGHT, CHAD	REIMB MEAL	32.43
PAYROLL CHECKS		60,138.97
TOTAL ACCOUNTS PAYABLE		605,591.59
	FUND TOTALS	
	GENERAL	135,402.59
	HOTEL MOTEL	91.50
	ROAD USE TAX	24,062.21
	POLICE SPECIAL USES	50.00
	ACQUISITION/DEMOLITION	5,878.00
	TIRRILL TRUST	555.93
	PARK GIFT & TRUST	3,401.67
	LIBRARY GIFT & TRUST	1,288.46
	DOWNTOWN INCENTIVE	1,774.72
	WHITewater PARK PROJECT	1,189.00
	STREET PROJECTS	392,018.09
	WATER	20,218.76
	SEWER	19,660.66
	TOTAL	605,591.59

Public Hearing

At 5:17pm, Mayor Kramer opened the Public Hearing on the Proposed Contract Documents and Estimated Costs for the 2017 Utility Improvement Project.

City Manager Vick reviewed and discussed the proposed project with the Council.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:23pm.

Motion by Struble, seconded by Poynor to adopt R-097-2017 Resolution Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the 2017 Utility Improvement Project. Motion carried, all ayes.

Mayor Kramer informed the Council that six bids had been received for the 2017 Utility Improvement Project with the lowest bid of \$208,432.50 received from Tschiggfrie Excavating.

Motion by Stelken, seconded by Sherman to adopt R-098-2017 Resolution Awarding Contract for the 2017 Utility Improvement Project. Motion carried, all ayes.

Development Agreement

City Manager Vick informed the Council that the Development Agreement is with PEG Enterprises, LLC (Jason Putz, Physical Therapy Solutions) for the development of a 9,998 square foot commercial office

building on South 11th Street. The agreement provides for the waiving of the water and sewer connection fees and the approval of an Urban Revitalization Plan application for a 10 year sliding scale property tax exemption.

Following review, motion by Sherman, seconded by Poynor to adopt R-100-2017 Resolution Authorizing Development Agreement with PEG Enterprises, LLC. Motion carried, all ayes.

Tank Removal Proposals

City Manager Vick informed the Council that two proposals have been received for the removal of three underground storage tanks found at 304 West Main Street. City Staff is recommending the City Council approval the low proposal from EB Solutions with a quote of \$7,820, plus Mark Fink's quote of \$1,600 for the tank removal. The project costs are eligible for reimbursement through a program conducted by Cunningham & Lindsey.

Motion by Poynor, seconded by Struble to accept the proposal in the amount of \$9,420 from EB Solutions and Mark Fink for the removal of three tanks at 304 West Main Street. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that the Hero Hustle triathlon and the Hartwick Huskys final ski show were held on Sunday and both went well. The "Movie in the Street" will be on Saturday, September 2, and work on the mural began today.

Council Member Sherman noted that the Dog Park Committee would be meeting on August 29 and he planned to attend.

Council Member Stelken asked if the City had ever considered giving an incentive to property owners that have to water their grass following a street project.

Motion by Struble, seconded by Stelken to adjourn at 5:40pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk