

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 13, 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.

Mayor Kramer presented Chad Eschen with a service award for ten years of service to the City of Manchester.

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

Consent Agenda

2.1 Approval of the minutes of the October 23, 2017 City Council meeting

2.2 R-121-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the November 6, 2017 Parks & Recreation Commission meeting
- the October 2017 Wastewater IDNR Reports
- the minutes of the October 12, 2017 Library Board meeting
- the October 2017 Library Statistical Report

2.4 Ordinance 011-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 165.22 FP/FW Flood Plain/Floodway Overlay District, third consideration and final adoption

2.5 Ordinance 012-2017 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 165.27 Off-Street Parking and Loading, third consideration and final adoption

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

2.7 R-122-2017 Resolution Approving Resource Enhancement and Protection Fund Grant Agreement for Riverfront Improvements - Phase 1 with the Iowa Department of Natural Resources

2.8 Police Squad Car Replacement

2.9 R-123-2017 Resolution Amending Salary Resolution

2.10 Downtown/Commercial Incentive Program Applications

- Approve the Facade Grant Application of Steve Palmer for his property at 113 & 115 North Franklin Street in the amount of \$5,671.88

2.11 Downtown/Commercial Incentive Program Payments

- Approve payment of the following grants to Jeff & Jamie Orr (Sister Hill, 704 East Main Street): Front Facade Grant in the amount of \$7,500.00; West Facade Grant in the amount of \$2,239.41; Parking Grant in the amount of \$10,000.00; Interior Grant in the amount of \$7,500.00

2.12 R-124-2017 Resolution Approving Preliminary and Final Plat

2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Sherman, seconded by Struble to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	353.72
AFLAC	PAYROLL WITHHOLDINGS	569.30
ALLIANT ENERGY	ELECTRICITY	5,855.92

AMAZON	SUPPLIES	449.08
AMAZON CAPITAL SERVICES	SUPPLIES	402.15
ANDERSON WELDING	REPAIRS	1,787.56
APPLIED SPECTROMETRY	MANIFOLD VALVE DIAPHRAGMS	525.00
ARBOR DAY FOUNDATION	2018 MEMBERSHIP FEE	15.00
AUTO BODY TOOLMART	EASY WEDGE	73.25
BAKER & TAYLOR BOOKS	LIB MATERIALS	2,966.76
BARD MATERIALS	CONCRETE	133.13
BARRON MOTOR	PARTS	470.36
BLACK HILLS ENERGY	HEATING FUEL	902.57
BOUBIN TIRE & AUTOMOTIVE	MAINTENANCE	335.85
CASTLE THEATRE	MOVIES	50.00
CDW GOVERNMENT	PARTS	1,170.48
CENGAGE LEARNING	LIB MATERIALS	62.38
CENTER POINT	LIB MATERIALS	131.22
CINTAS CORPORATION	FIRST AID SUPPLIES	200.06
CITY LAUNDERING	LIB MAINTENANCE	194.92
CITY OF MANCHESTER	COMPLEX WATER	1,033.85
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
CN RAILROAD	BAILEY DR REPAIR	22,734.00
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
COLOFF DIGITAL	WEBSITE	358.00
CREATIVE PRODUCT SOURCE	FD SUPPLIES	162.78
D & S PORTABLES	WHITE WATER PORTAPOTTY	1,270.00
JERIMIAH DAVIS	GARDEN REFUND	30.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	SUPPLIES	72.00
DEMCO	LIB SUPPLIES	227.34
DES MOINES REGISTER	SUBSCRIPTION	344.38
DON & WALT	PD REPAIR	277.33
DON'S TRUCK SALES	JOURNAL BEARING	76.20
DORSEY & WHITNEY	LEGAL FEES	22,562.00
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	460.90
WOODWARD COMMUNICATIONS	ADVERTISEMENT	168.30
EB SOLUTIONS	UST CLOSURE: 304 W MAIN	7,820.00
EDGEWOOD OIL	VEHICLE MAINT SUPPLIES	1,661.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,286.95
ELM USA	MAINTENANCE	50.00
ENVIRONMENTAL RESOURCE	TESTING	352.24
FAREWAY STORES	SUPPLIES	100.65
FASTENAL COMPANY	SUPPLIES	626.36
FEHR GRAHAM	ENGINEERING FEES	23,092.70
THE FISH SHACK	MAINTENANCE	75.00
FOLSOM, KRISTY	REIMB TRAINING EXP	522.92
FUCHS TRAFFIC TECHNOLOGY	OPTIMIZE SIGNALS	765.00
GAZETTE COMMUNICATIONS	ADVERTISEMENT	16.48
GIENAPP CONSTRUCTION	GENIE REMOTE	518.00
GRAINGER	BUILDING SUPPLIES	532.18
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HACH CO	CHEMICALS	1,019.43
HARLAND TECHNOLOGY SERVIC	SERVICE AGREEMENT	56.00

HAUSERS WATER CONDITIONING	CHEMICALS	60.00
HAWKINS	CHEMICALS	920.60
HERITAGE PRINTING	SUPPLIES	65.00
IA DEPT OF TRANSPORTATION	MATERIAL TESTING	2,010.79
UNDERGROUND LOCATION COMPANY	LOCATES	53.20
IA RURAL WATER ASSOC	2018 MEMBERSHIP FEES	375.00
IA WORKFORCE DEVELOPMENT	ELEVATOR PERMIT	175.00
IDALS	LICENSE RENEWAL	15.00
IMFOA	CERTIFICATION	125.00
IMWCA	WORK COMP AUDITED PREMIUM	3,257.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	192.21
J & R SUPPLY	SUPPLIES	848.00
JOHN DEERE FINANCIAL	SUPPLIES	382.73
K&A FARM EQUIPMENT	SUPPLIES	292.37
KELTEK	SUPPLIES	690.84
KIRKWOOD COMMUNITY COLLEGE	TRAINING	50.00
KLUESNER FLOORING	PD CARPET	1,291.68
KLUESNER SANITATION	NUISANCE REMOVAL	36.00
KMCH	RADIO ADS	650.00
KRAMER, MILT L	MILEAGE REIMB	36.38
KRISTY FOLSOM: PETTY CASH	REIMB PETTY CASH	30.00
LEARN, ERIN	MILEAGE REIMB	197.42
MAIN STREET MARKET	B&C SUPPLIES	753.78
MANCHESTER MOTOR SUPPLY	PARTS	469.03
MARTIN EQUIP OF IA-IL	REPAIR	1,423.64
MEDIACOM	PHONE & INTERNET	73.90
MID-IOWA PETROLEUM	RECERTIFY TANKS	528.00
MID-IOWA SOLID WASTE	VAC CON SUPPLIES	515.70
MIDWEST PATCH/HI-VIZ SAFETY	NO TRUCK SIGNS	56.00
MIDWEST TAPE	LIB MATERIALS	770.72
MONKEYTOWN-STOREY KENWORTHY	LIB SUPPLIES	1,455.91
PREMIER PARTS	PARTS	525.83
NICC	FD TRAINING	1,139.00
ONEIDA SIGNS	B & C SUPPLIES	333.00
PALMER HARDWARE	SUPPLIES	986.69
PASKER, CHARLIE	GARDEN REFUND	45.00
PETERS LAW OFFICE	LEGAL FEES	1,703.61
PHILIPPSON CONCRETE	CURB & SIDEWALK	3,560.00
PITNEY BOWES	POSTAGE	1,375.50
PITNEY BOWES	POSTAGE	800.00
PMMIC INSURANCE	AIRPORT INSURANCE	1,279.00
POSITIVE PROMOTIONS	FD SUPPLIES	821.58
POSTMASTER	POSTAGE	594.76
PRO HYDRO TESTING	HYDRO TESTING	300.00
RADIO COMMUNICATIONS	TECH SERVICE	364.54
REGIONAL MEDICAL CENTER	DRUG SCREEN	55.00
RELIANCE STANDARD LIFE INS	INSURANCE	396.40
LINDA RENFROW	B&C DECOR	187.00
RIVER CITY STONE	BACKFILL	280.02
RUNDE FORD, CHRYSLER, DOD	FILTER	18.40
SARAH'S FLOWERS & GIFTS	B&C SUPPLIES	33.50

SCHROEDERS CASH SUPPLY	SUPPLIES	41.70
SCHUMACHER ELEVATOR	MAINTENANCE	157.97
SHERE, ANGELA	REIMB TRAINING	110.21
SMOCK, JEFF	MILEAGE REIMB	329.56
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	191.66
STATE HYGIENIC LABORATORY	WWTP LABS	429.00
STATE LIBRARY OF IOWA	CONTINUING EDUCATION	40.00
SUNSHINE BOY WINDOW CLEANING	LIB MAINTENANCE	220.00
THOMAS, LAURA	MILEAGE REIMB	228.40
THREE RIVERS FS	FUEL	4,053.66
TRANS-IOWA EQUIPMENT	BELT	239.91
TREASURER STATE OF IOWA	STATE TAX	3,232.00
TRUMBLEE, DAVID	REIMB UNIFORM	54.71
UNITY POINT CLINIC	DRUG TEST	37.00
UPS	POSTAGE	5.80
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	MOBILE DATA	280.11
VICK, TIMOTHY J	MILEAGE REIMB	46.01
VISION SERVICE PLAN	INSURANCE	586.80
VOSS, JANNIE MAE	VB SUPERVISOR	300.00
WEINER'S STUMP REMOVAL	STUMP REMOVAL	817.50
WELLMARK	INSURANCE	22,476.30
WEST DELAWARE SCHOOLS	2017-18 YEARBOOK	45.00
WINDSTREAM	LIB PHONE	1,059.89
WRIGHT, CHAD	REIMB MEAL	8.44
PAYROLL CHECKS		49,878.21
TOTAL ACCOUNTS PAYABLE		243,402.10
	FUND TOTALS	
	GENERAL	87,339.94
	ROAD USE TAX	23,658.21
	EMPLOYEE BENEFIT	21,284.57
	TAX INCREMENT FINANCING	5,441.50
	ACQUISITION/DEMOLITION	8,380.96
	TIRRILL TRUST	440.92
	LIBRARY GIFT & TRUST	1,261.51
	DEBT SERVICE	12,500.00
	CAPITAL PROJECTS	3,400.00
	WHITewater PARK PROJECT	10,464.18
	STREET PROJECTS	35,511.79
	FEMA CAPITAL PROJECTS	750.00
	WATER	16,595.30
	WATER CAPITAL PROJECT	1,330.00
	SEWER	13,713.22
	SEWER CAPITAL PROJECT	1,330.00
	TOTAL	243,402.10

MREP Center Updates - Holly Maurer and Wendy Mihm-Herold

Wendy Mihm-Herold, NICC, thanked the Council for their continued partnership with the Manchester Regional Education Partnership (MREP) Center. Mihm-Herold discussed with the Council changes to the

name for the center as well as signage updates. Holly Maurer, Center Director, provided the Council with a handout showing the proposed signage changes for the center.

The Council discussed the signage and proposed name change and were supportive of the proposed changes.

Delaware County Tourism Update - Caryssa Philgreen, Tourism Director

Caryssa Philgreen, Delaware County Tourism Director reviewed with the Council the 2017 year-end report which detailed tourism activities over the past year. Philgreen thanked the Council for their continued support of tourism.

Right of Way Ordinance Request - Hawkeye Telephone

City Manager Vick informed the Council that Hawkeye Telephone has submitted a request to run approximately 10,000 linear feet of fiber optic cable through the community. Due to changes with the implementation of the new right-of-way ordinance adopted by the City Council, Hawkeye Telephone General Manager Alex Soderquist has requested an opportunity to meet with the Council.

Alex Soderquist, Hawkeye Telephone General Manager, provided the Council with a handout detailing their plans for fiber installation and concerns that they have with the recently adopted right-of-way ordinance. Soderquist explained that in February 2017 they were contracted by Aureon Network Services to install a fiber optic connection to Wal-Mart, and noted that while the fiber is being installed to Wal-Mart, Hawkeye Telephone planned to include additional fiber connections for both the City and private businesses in Manchester. In March 2017, they contacted the City regarding the work and associated fees, which at that time they were told would be approximately \$400.00. The contract with Aureon was then delayed until October. Soderquist and West Union Trenching met with City Staff last week and were informed of the new right-of-way ordinance which increases the permit cost from \$400.00 to \$10,000.00. The fee increase is significant and Hawkeye Telephone is requesting the City work with them to find a solution.

The Council explained that the ordinance was implemented to protect the City's right-of-way and the City's utility lines within the right-of-way, and to also provide continuity with all contractors working within the City. There is an ongoing cost associated with monitoring and maintaining the right-of-way and the utilities located within it.

The City Council and Soderquist then discussed the ordinance and Hawkeye's project at length including: the timeframe for the project; fiber connection availability in the City; the location of the proposed fiber installation; the initial contact Hawkeye Telephone had with the City in March 2017; implications of the new ordinance; franchise fees; prior issues with contractors working in the right-of-way; fiber optic as an economic development tool; the potential delay of the project; surety bond for completion of seeding and dirt work; the opportunity for expansion of service; and drops provided to City facilities as part of the project.

Motion by Behnken, seconded by Poynor to approve the request of Hawkeye Telephone Company to grandfather their application to install fiber optic in the City since initial contact was made in March 2017 prior to adoption of the new ordinance, with said approval contingent upon receipt of a surety bond for completion of the work and fiber connections provided to the City Fire Department, Police Department and City Hall with set pricing for service. Motion carried, all ayes.

City Hall Front Office Renovation

City Manager Vick reviewed the updates to the front office with the Council, which include paint, flooring and a new desk/work station area. As work began, asbestos was found in the flooring and on some pipes which will need to be abated. City Manager Vick reviewed the estimates and timeline for completion of the abatement and updates.

Following discussion, motion by Stelken, seconded by Behnken to proceed with the updates to the front office at City Hall. Motion carried, all ayes.

Liquor License Applications

Motion by Poynor, seconded by Sherman to approve the following liquor license applications: Renewal Application for On Premise Class B Beer Permit with Outdoor Service and Sunday Sales for Franklin Street Brewing Company; Renewal Application for On Premise Class C Liquor License with Outdoor Service Area for American Legion Post #45. ON CALL OF ROLL: AYES: Poynor, Sherman, Behnken, Stelken. NAYS: None. ABSTENTIONS: Struble (Council Member Struble abstained as he is an officer with the American Legion).

Construction Project Updates

Jason Wenger, The Burrington Group, and Tyler Olson, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick updated the Council on the following items: the capital improvement plan update, airport improvements, budget preparation, and funding for the downtown/commercial incentive program. City Manager Vick also informed the Council that, due to the Christmas holiday, there would not be a 2nd meeting in December unless needed.

Council Member Sherman thanked Council Member Struble for his involvement with the new Veterans Memorial and the dedication ceremony.

Council Member Behnken informed the Council that she had met with staff at the Manchester Regional Education Partnership to discuss potential programs and offerings.

Mayor Kramer informed the Council that the Elected Officials luncheon would be November 21, 2017 at Fireside Pub & Steakhouse.

Motion by Behnken, seconded by Stelken that the meeting adjourn at 6:45pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk