

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, December 11, 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 (arrived at 5:03pm). Absent: Ron Struble.

Mayor Kramer presented a Service Award to Doug Foley for 10 years of service to the City of Manchester and the Parks & Recreation Commission.

Council Member Behnken arrived at 5:03pm.

Jessica Pape, Chamber Director, thanked the City Council and City Staff for their support for all of the Chamber's events over the past year.

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

Consent Agenda

2.1 Approval of the minutes of the November 27, 2017 City Council meeting

2.2 R-133-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- Library Statistical Report for November 2017
- Planning & Zoning Commission minutes (11-21-2017)
- Wastewater IDNR Reports for November 2017

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Catering Privilege, Outdoor Service and Sunday Sales for the Delaware County Fair Society
- Renewal Application for On Premise Class C Liquor License with Catering Privilege and Sunday Sales for Rio Blanco Mexican Restaurant

2.5 R-134-2017 Resolution Amending Salary Resolution

2.6 Approval of City Appointments for 2018

2.7 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2018

2.8 R-135-2017 Resolution Approving Change Order 2 (2017 Utility Improvement Project)

2.9 Approve Pay Estimate #1 in the amount of \$190,623.20 to Tschiggfrie Excavating for the 2017 Utility Improvement Project

2.10 R-136-2017 Resolution Accepting Work Covering the 2017 Utility Improvement Project

2.11 Approve Pay Estimate #2 (Final Retainage) in the amount of \$10,032.80 to Tschiggfrie Excavating for the 2017 Utility Improvement Project

2.12 R-137-2017 Resolution Approving Change Order 1 (River Bank Restoration Project)

2.13 Approve Pay Estimate #1 in the amount of \$53,333.70 to Tschiggfrie Excavating for the River Bank Restoration Project

2.14 R-138-2017 Resolution Accepting Work Covering the River Bank Restoration Project

2.15 Approve Pay Estimate #2 (Final Retainage) in the amount of \$2,807.04 to Tschiggfrie Excavating for the River Bank Restoration Project

2.16 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.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	149.90
AFLAC	PAYROLL WITHHOLDINGS	569.44
ALLIANT ENERGY	ELECTRICITY	32.02
AMAZON	LIB SUPPLIES	102.09
AMAZON CAPITAL SERVICES	COMPUTER	843.99
AMERICAN LIBRARY ASSOC	MEMBERSHIP DUES	190.00
AMERICAN TEST CENTER	FIRE TRUCK TESTING	1,165.00
AXON ENTERPRISE	PD: TASERS	6,349.18
BAKER & TAYLOR BOOKS	LIB MATERIALS	867.15
BARRON MOTOR	VEHICLE MAINT SUPPLIES	50.05
BOB STEPHEN MOTORS	VEHICLE MAINT	45.50
BOUBIN TIRE & AUTOMOTIVE	TIRES	863.71
CDW GOVERNMENT	LIB COMPUTER SUPPLIES	199.20
CENGAGE LEARNING	LIB MATERIALS	154.35
CENTER POINT	LIB MATERIALS	131.22
CHICAGO TRIBUNE	SUBSCRIPTION	210.60
CITY LAUNDERING	LIB MAINTENANCE	146.19
CITY OF MANCHESTER	COMPLEX WATER	51.70
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
COLOFF DIGITAL	WEBSITE	179.00
CORKERY, KATHY	REIMB RUOK SUPPLIES	105.58
DEL CO EXTENSION	SPRAYER CERT CLASS	140.00
DEL CO RECORDER	SOPPE MCCRABB PLAT	77.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	BUILDING MAINT	135.53
DEPENDABLE AUTOMOTIVE PRODUCTS	SUPPLIES	131.33
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	22,056.02
ELM USA	LIB MAINTENANCE	25.00
FASTENAL COMPANY	SUPPLIES	31.52
GALLS	PD SUPPLIES	37.27
GEORGEN AUTO	PD MAINTENANCE	797.44
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSERS WATER CONDITIONING	WELL SUPPLIES	20.00
HERITAGE PRINTING	PD: PARKING NOTICE ENVELOPES	169.94
IA LAW ENFORCEMENT ACADEMY	TASER RECERTIFICATION	50.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	94.62
JOHN DEERE FINANCIAL	SUPPLIES	611.70
KLUESNER FLOORING	BUILDING MAINT	321.92
KMCH	PUBLIC RELATIONS	325.00
KRAMER, MILT L	REIMB MILEAGE	47.08
LAHR REPAIR	VEHICLE MAINT	68.63
LEARN, ERIN	REIMB MILEAGE	46.12
MANCHESTER AREA CHAMBER	2018 MEMBERSHIP	640.00
MANCHESTER SIGNS	SNOWBLOWER SIGN	8.75
MARTIN EQUIP OF IA-IL	VEHICLE MAINT SUPPLIES	430.56

MEDIACOM	PHONE & INTERNET	438.32
MES - MIDAM	FD SUPPLIES	1,868.50
MEYER STONEWORKS	STONE SIGN	2,308.21
MID AMERICA BOOKS	LIB MATERIALS	1,099.10
MIDWEST PATCH/HI-VIZ SAFETY	STREET SIGNS	702.02
MIDWEST TAPE	LIB MATERIALS	187.67
MONKEYTOWN-STOREY KENWORTHY	LIB SUPPLIES	428.91
NOAH RIEMER PRODUCTIONS	LIB PRODUCTION	890.00
PALMER HARDWARE	SUPPLIES	648.52
PAYROLL CHECKS	PAYROLL	54,711.31
PETERS LAW OFFICE	LEGAL FEES	1,857.20
PITNEY BOWES	LIB LEASE	152.34
PREMIER PARTS INC	SUPPLIES	181.43
RADIO COMMUNICATIONS	CITY BATTERY	38.20
RELIANCE STANDARD	INSURANCE	396.40
RIVER CITY STONE	CRUSHED BLACKTOP	22.27
SCHROEDERS CASH SUPPLY	SUPPLIES	157.75
SCHUMACHER ELEVATOR	LIB MAINTENANCE	157.97
SLATER'S AUTO GLASS	WINDSHIELD REPAIR	350.98
SMOCK, JEFF	REIMB MILEAGE	164.78
STATE HYGIENIC LABORATORY	TESTING	136.50
STEPHANIE EDMONDS	CITY HALL PAINTING	250.00
SUNSHINE BOY WINDOW CLEANING	FD MAINTENANCE	110.00
SUPREME GREEN	LIB MOWING	110.00
SWANK MOTION PICTURES	LIB COPYRIGHT LICENSE	375.00
TRANS-IOWA EQUIPMENT	SHEAR PINS/BUSHING	274.62
TREASURER STATE OF IOWA	STATE TAX	3,649.00
ULINE	INVOICE LABELS	101.77
US CELLULAR	MOBILE DATA	1,277.05
UTILITY DEPOSIT REFUNDS	REFUNDS	830.14
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VISION SERVICE PLAN	INSURANCE	586.80
WADE'S CUSTOM WOODWORKING	PD REMODEL	852.31
WALL STREET JOURNAL	SUBSCRIPTION	478.88
WALMART COMMUNITY	SUPPLIES	430.36
WELLMARK	INSURANCE	25,897.45
WINDSTREAM	LIB PHONE	1,060.26
WOODWARD COMMUNICATIONS	ADS	379.83
WOODWARD COMMUNICATIONS	LEGAL PUBLICATIONS	954.38
TOTAL ACCOUNTS PAYABLE		146,198.86
	FUND TOTALS	
	GENERAL	82,695.80
	HOLIDAY DECORATIONS	68.25
	ROAD USE TAX	13,303.45
	EMPLOYEE BENEFITS	21,671.39
	POLICE SPECIAL USES	73.60
	TIRRILL TRUST	125.93
	LIBRARY GIFT & TRUST	1,559.05
	CAPITAL PROJECTS	234.20
	STREET PROJECTS	157.24

	WATER	12,373.65
	UTILITY DEPOSIT TRUST	830.14
	SEWER	13,106.16
	TOTAL	146,198.86

Request for Special Exception to Livestock Restrictions from Jonathan & Devon Barron, 600 Quaker Mill Drive

Motion by Behnken, seconded by Sherman to approve the request for a Special Exception to the Livestock Restrictions under Manchester City Code Section 55.09 for the property at 600 Quaker Mill Drive to allow for three horses at the property. Motion carried, all ayes.

2018 Street Project

Motion by Stelken, seconded by Poynor to adopt R-139-2017 Preliminary Resolution pursuant to Section 384.42 of the Iowa Code covering the 2018 Street Improvement Project. Motion carried, all ayes.

Motion by Behnken, seconded by Stelken to adopt R-140-2017 Resolution Approving and Adopting Preliminary Plans and Specifications, Estimate of Cost and Plat and Schedule for the 2018 Street Improvement Project. Motion carried, all ayes.

The Proposed Resolution of Necessity for the 2018 Street Improvement Project was introduced. Motion by Poynor, seconded by Behnken that a Public Hearing be held on the proposed Resolution of Necessity on January 8, 2018, at 5:00 p.m., and that the City Clerk be authorized and directed to give notice of the public hearing by publication and mailing, as required by Section 384.50 of the Code of Iowa, and that the notice be in substantially the form set out in these proceedings. Motion carried, all ayes.

Motion by Sherman, seconded by Poynor to adopt R-141-2017 Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the 2018 Street Improvement Project, and the taking of bids therefor. Motion carried, all ayes.

Land Vacation Request (River Street)

The Council reviewed the land vacation request received from Randy Hahn for the property east of his property at 201 River Street. The property is assumed to be part of the former railroad right-of-way.

Following review, motion by Poynor, seconded by Stelken to set the Public Hearing on the vacation of the section of land for January 22, 2018 at 5:00pm. Motion carried, all ayes.

Marketing Proposal

Motion by Sherman, seconded by Behnken to approve the proposal from Franklin & Willow to update the City's website and development of a newsletter. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick provided the Council with copies of the goal setting report and the annual audit.

Council Member Sherman informed the Council that a DCED meeting is scheduled for December 15, 2017.

Council Member Poynor informed the Council that the annual tour of lights is scheduled for December 12, 2017.

Milt Kramer and Mary Ann Poynor were sworn-in as Mayor and City Council Member.

Several East Buchanan government students were present at the meeting and asked questions regarding various items on the agenda.

Motion by Stelken, seconded by Behnken that the meeting adjourn at 5:52pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk